

Message

From: Smith, Susan [Smith.Susan@epa.gov]
Sent: 5/5/2017 5:45:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Breen, Barry [Breen.Barry@epa.gov]; Simon, Nigel [Simon.Nigel@epa.gov]; Nicholas, David [Nicholas.David@epa.gov]
Subject: FW: EPA Workforce Reshaping Information
Attachments: OLEM NPM Straw Proposal on Program Eff V4 5 5 17.docx

Dear Debbi –

Per Donna's email below, attached is our initial workforce reshaping proposal as a result of our discussions with the NPMs. Please feel free to contact me at 202-564-6656 or Nigel Simon at 202-564-6629 if you have questions or need additional information. Thanks!

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

[Follow OLEM on Twitter @EPALand](#)

Begin forwarded message:

From: "Vizian, Donna" <Vizian.Donna@epa.gov>
To: "2017HQfirstassistants" <2017HQfirstassistants@epa.gov>, "2017Regionfirstassistants" <2017Regionfirstassistants@epa.gov>
Cc: "DAA-Career" <DAACareer@epa.gov>, "DRA" <DRA@epa.gov>, "ARA" <ARA@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: EPA Workforce Reshaping Information

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission which should focus on your current organizational structure and achieving efficiencies. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The other attached files

provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

Best,
Donna

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/17/2017 2:47:41 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA Workforce Reshaping Information
Attachments: V-V Business Case Checklist April2017finalv2.docx

Importance: High

Donna,

I sent a revised V-V business case checklist this morning. I had to revise per OMB feedback. I'm attaching to this email too.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Monday, April 17, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: EPA Workforce Reshaping Information
Importance: High

Sending from computer this time.

From: Vizian, Donna
Sent: Monday, April 17, 2017 9:56 AM
To: Flynn, Mike <Flynn.Mike@epa.gov>
Subject: EPA Workforce Reshaping Information
Importance: High

Hi Mike – I intend to send this after you send your email. The pdfs are the OPM guides – no need to review.

Hi Everyone,

Following up on Mike's message, attached is the material to guide you through your workforce reshaping submission. As we agreed, the first step will be for each NPM to work with the lead region to draft a proposal for their programs where appropriate. The submission should be no more than one page and sent to Debbi Hart with a copy to me by May 5th. OARM will compile this information and schedule a meeting for us to discuss. This does not prohibit a reshaping that is specific to your office.

The attached VERA/VSIP materials is intended to guide your submission of a brief, office-specific business case and a spreadsheet of your targeted positions. Remember that this time around we are looking to compiling all office-specific information into one agency-level business case. Specifically you must review the **VERA/VSIP Checklist** and follow the instructions there to complete your office's 2-page business case. You must also populate the **Targeted Positions Template** Excel file for your office (this spreadsheet is pre-populated with VERA/VSIP eligibility data for your office). The

other attached files provide you with VERA/VSIP background information and guidance as you prepare your submittals (see listing and explanation below).

Your office submittals will be compiled into one, agency-level VERA/VSIP proposal that will ultimately be submitted to OPM and OMB for review and approval. Your program or regional office must provide the following documentation to Debbi Hart, director, Policy, Planning and Training Divisions, **no later than May 24, 2017.**

1. Two-page summary of your business case (following the detailed instructions in the VERA/VSIP Business Case Checklist attached)
2. Completed Targeted Positions Template for your office (Excel file attached)
3. Current and proposed post VERA/VSIP organization chart for your office

Should you have questions, please contact me at (202) 564-4600 or Linda Gray, director, Office of Human Resources, at (202) 564-4606. Please have your staff contact Debbi Hart or Loretta Hunt.

List of Attachments

1. V-V Business Case Checklist – Follow checklist to complete your two-page business case.
2. Targeted Positions Template – Pre-populated with your office's V/V eligibility numbers; complete for your office Targeted Positions (columns F-S).
3. VERA/VSIP Overview PowerPoint – review for a quick refresh on V/V authorities and a description of this year's submittal process.
4. Guiding Questions – suggestions for workforce reshaping drivers, skill set needs and other items to consider as you develop your business case.
5. Example Theme and Justifications – an example theme focused on reducing the number of nonsupervisory, high-graded (i.e., GS 13, 14 and 15) positions and a listing of past V/V justifications.
6. VERA and VSIP Guides from OPM – provide additional details on the two authorities.

Message

From: Kuhns, Jason [Kuhns.Jason@epa.gov]
Sent: 6/15/2017 9:05:10 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: VERA VSIP Roll Up by Appropriations
Attachments: 06092017VERA VSIP Major Themes For Agency.xlsx

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, June 15, 2017 4:58 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA VSIP Roll Up by Appropriations

THX. Tomorrow can you please provide me with an updated appropriations chart with the 1228 number?

And after we get ORD's updates this evening, can you send the new, FINAL targeted positions template? (Which is what we will submit to OPM/OMB tomorrow). Merci!

From: Kuhns, Jason
Sent: Thursday, June 15, 2017 11:39 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA VSIP Roll Up by Appropriations

The number is Ex. 5 - Deliberative Process

Total permanent agency employees as listed in the roll up is 14793 (this was to do the % of agency employees), without OIG the number is 14524.

Total agency employees eligible for early retirement is 3654. (this excludes OIG employees).

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Thursday, June 15, 2017 11:32 AM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: VERA VSIP Roll Up by Appropriations

I think this is what I sent to Carol Terris. Is our number

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Parker, Gary
Sent: Friday, June 09, 2017 12:46 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>
Subject: VERA VSIP Roll Up by Appropriations

Debbi,

Attached please find our roll up numbers by appropriation and themes.

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 5/5/2017 5:08:39 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Shapiro, Mike [Shapiro.Mike@epa.gov]; Best-Wong, Benita [Best-Wong.Benita@epa.gov]; Vizian, Donna [Vizian.Donna@epa.gov]; Stevens, Robert [Stevens.Robert@epa.gov]; Fontaine, Tim [Fontaine.Tim@epa.gov]
Subject: Office of Water's VERA/VSIP Justification/Proposal
Attachments: OW V-V Justification Final 05-05-17.docx

Debbi,

Attached is the Office of Water's VERA/VSIP justification/proposal as required in Donna Vizian's email dated April 17. It includes language provided by Region 5, the Lead Region for Water. Please contact me if you have questions regarding our submittal.

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Milton, Laura [Milton.Laura@epa.gov]
Sent: 6/13/2017 11:59:29 AM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Badalamente, Mark [Badalamente.Mark@epa.gov]; Starfield, Lawrence [Starfield.Lawrence@epa.gov]
Subject: Revised Business Case to reflect request for flexibility
Attachments: V-V Business Case OECA May 2017.docx

Based on your messages from yesterday, I added a note to OECA's business case (attached) to request flexibility among job categories. Since our goal is to achieve a reduction in overall payroll need by offering up to buyouts/early outs across OECA, we would like to facilitate that goal by allowing for the possibility of adjusting among categories if needed.

Thank you again for your help and guidance!

Laura Milton, PMO
Administrative Management Division
OECA/Office of Administration and Policy
US Environmental Protection Agency
Phone: 202-564-6017
milton.laura@epa.gov

Message

From: Peabody, Hitch [Peabody.Hitch@epa.gov]
Sent: 5/17/2017 11:31:18 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Workforce SES Position

Perfect timing! I just got a call about this yesterday afternoon. Thanks, and I'll follow up after I've read the materials.

Hitch

From: Hart, Debbi
Sent: Tuesday, May 16, 2017 6:40 PM
To: Peabody, Hitch <Peabody.Hitch@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Workforce SES Position

Hello Hitch-

We are having a fair number of VERA/VSIP discussions these days and realize that bc some folks are asking about targeting SES positions, you might well get queried for how that works in your role as the acting director of ERD. So, attached is an example of a V/V business case that did target SES positions—I think it's the only example I've seen and be aware that OPM provides extra scrutiny on these! Loretta also provided the link to OPM guidance on SES allocations below for your reference. Please let us know if you'd like to discuss further. Thanks. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart_debbi@epa.gov

From: Hunt, Loretta
Sent: Tuesday, May 16, 2017 6:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Workforce SES Position

Debbi,

It was R9. Business case: position was abolished and the slot was returned to the agency for reallocation.

Also, OPM's guidance on SES allocations can be found on pg. 4 of the [SES Guide](#).

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA

Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Kirkland, William [Kirkland.William@epa.gov]
Sent: 6/21/2017 7:16:01 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: We are live with the VERA VSIP video!!! (eom)

You are very welcome!!

I apologize for the delay. The Web Support team is in the midst of a contact turnover. Yikes...

William (Bill) Kirkland
Kirkland.William@epa.gov
Information Technology Division, Office of Human Resources
OARM/OHR/ITD
Phone: (202) 564-7533
Room: 1220B WJC East

From: Hart, Debbi
Sent: Wednesday, June 21, 2017 3:14 PM
To: Kirkland, William <Kirkland.William@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: We are live with the VERA VSIP video!!! (eom)

MERCI!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Kirkland, William
Sent: Wednesday, June 21, 2017 3:14 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: We are live with the VERA VSIP video!!! (eom)

William (Bill) Kirkland
Kirkland.William@epa.gov
Information Technology Division, Office of Human Resources
OARM/OHR/ITD
Phone: (202) 564-7533
Room: 1220B WJC East

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/31/2017 9:08:17 PM
To: Smith, Susan [Smith.Susan@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Peabody, Hitch [Peabody.Hitch@epa.gov]
Subject: Re: V/V Follow up

Susan, only if the position is vacated via V/V.

From: Smith, Susan
Sent: Wednesday, May 31, 2017 4:23:31 PM
To: Hunt, Loretta; Hart, Debbi
Subject: FW: V/V Follow up

Hi ladies! My management has a point of clarification needed regarding Donna's statement below. Are we to infer from Donna's statement that just by including an SES position as a targeted position, it would be abolished and our pool reduced OR can we include an SES position as a targeted position but it is abolished and our pool reduced only if the incumbent takes the offer.

Susan

Susan Smith, Director
Organizational Management and Integrity Staff
Office of Land and Emergency Management/U.S. EPA
1301 Constitution Ave., NW, Washington, DC 20460
4139 WJC West/MC: 5101T

202-564-6656 (office)
202-834-8239 (cell)
202-566-6324 (fax)

[Follow OLEM on Twitter @EPALand](#)

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 11:24 AM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Showman, John <Showman.John@epa.gov>
Subject: V/V Follow up

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,
Donna

Message

From: Mahoney, Michael J [Mike.Mahoney@opm.gov]
Sent: 5/4/2017 6:12:29 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: EPA Question About VERA/VSIP - PDs

We don't need to see the PDs

Sent from my iPhone

On May 2, 2017, at 10:34 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Hi Mike,

Were you able to get clarification on the matter below? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, April 27, 2017 4:25 PM
To: Mahoney, Michael J <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA Question About VERA/VSIP - PDs

Mike,

Thanks again for speaking with us today. You said you'd check with the SME about requiring PDs up front if a position is targeted for restructuring but will remain the same series and grade.

Please copy me on any response you send to Debbi.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Sent: 5/9/2017 11:36:26 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hitchens, Lynnann [hitchens.lynnann@epa.gov]
Subject: Re: 5/10/17 Meeting on V-V

Work together to put in writing some of the clarifying info that was shared on the call, including the info about restructuring.

Thanks,
Andrea

Andrea Westenberger

Lead Region Coordinator for OCFO & OARM
Regional Planner | Strategic Planning
EPA Region 10
1200 Sixth Avenue, OMP 21-I01
Seattle, WA 98101
(206) 553-6111 (office)

Ex. 6 - Personal Privacy

(cell)

westenberger.andrea@epa.gov

Sent from my iPhone

On May 9, 2017, at 3:35 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Andrea,

What were you hoping to accomplish/discuss at tomorrow's meeting?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/6/2017 9:44:31 PM
To: Martinez, Gwendolyn [Martinez.Gwendolyn@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Minoli, Kevin [Minoli.Kevin@epa.gov]; Packard, Elise [Packard.Elise@epa.gov]; Lattimore, Kraig [lattimore.kraig@epa.gov]; Lee, Terry [lee.terry@epa.gov]
Subject: RE: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017

Importance: High

Gwen,

The business case is fine. The budget information on pg. 2 of the business case needs to be completed. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Martinez, Gwendolyn
Sent: Tuesday, June 06, 2017 5:35 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Minoli, Kevin <Minoli.Kevin@epa.gov>; Packard, Elise <Packard.Elise@epa.gov>; Lattimore, Kraig <lattimore.kraig@epa.gov>; Lee, Terry <lee.terry@epa.gov>
Subject: OGC VERA/VSIP Business Case -- Due to OARM/OHR Today, June 6, 2017
Importance: High

Hello Loretta and Debbi.

Attached are the OGC Senior Management approved VERA/VSIP business case write-up and supporting documentation in support of OGC's targeted positions for retirement, restructuring and/or elimination.

Please let me know if you require additional information or clarification.

Thank you.

Gwen
Gwen Martinez
RMO HR Team Lead
Office of General Counsel
U.S. Environmental Protection Agency
martinez.gwendolyn@epa.gov
202-564-1644 office
202-604-5939 mobile

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/31/2017 8:25:28 PM
To: Corbett, Krysti [Corbett.Krysti@epa.gov]; Cunningham, Bisa [cunningham.bisa@epa.gov]; Parker, Gary [parker.gary@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]; McNeal, Detha [McNeal.Detha@epa.gov]; Hampton, Torrey [hampton.torrey@epa.gov]
Subject: Fw: SSC VERA/VSIP Templates Notification
Attachments: 10-23 Draft Approved VERA-VSIP Announcement LV SSC.docx; 10-23 Draft Approved VERA VISP Application Submission Reminder Notice (2).docx

FYI

From: Engebretson, Lizabeth
Sent: Wednesday, May 31, 2017 3:41 PM
To: Hunt, Loretta; Taylor, Jeremy; Bonner, Jerome
Cc: Davis, Cathy; Mairose, Sue; Jimenez, Elaine
Subject: FW: SSC VERA/VSIP Templates Notification

FYI – Sharing some history. SSC's issued the notifications (see below).

From: Engebretson, Lizabeth J.
Sent: Thursday, October 23, 2014 11:19 AM
To: Cunningham, Dennis <Cunningham.Dennis@epa.gov>; Monroe, Scott <Monroe.Scott@epa.gov>; Torrez, Alfredo <Torrez.Alfredo@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaine@epa.gov>
Subject: SSC VERA/VSIP Templates Notification

Dear PMOs
Alfredo, Dennis and Scott,

In the interest of time and pending receipt of some of the approved Workforce Plans from OPM/OMB, the SSC Directors wanted to share the following information to give you time to prepare the memorandum notifying employees of the VERA/VSIP opportunity and to develop your all hands email notification. Please note you must ensure you do not issue your notices unless you are notified by me or Pat Watson. The attached templates are updated for your use to notify employees of the VERA/VSIP opportunity in your organization. **The dates highlighted in yellow are subject to change.** Please ensure you use these modified templates, which contain key data changes that must be included.

For the templates listed below to be issued by "RA/AA – HROs/PMOs" in your organization, edit/insert the appropriate information in the sections highlighted in yellow. When issuing a VERA/VSIP notice for your organization, we ask that you include your contact(s) in our servicing HR SSC on the "cc" line of your notification, as follows: Engebretson.lizabeth@epa.gov and Jimenez.Elaine@epa.gov. This will help us communicate closely as we work together on this critical effort.

Special Circumstances:

- 1) If you have an employee in a position covered by VERA/VSIP who is on extended leave or leave without pay, you need to mail the signed memorandum to the employee via certified mail with return receipt requested.

- 2) If you have an employee in a position covered by VERA/VSIP that has received a proposal or decision letter of removal, you need to contact your servicing SSC and keep your SSC VERA/VSIP point(s) of contact informed of any changing status related to removals.

| VERA/VSIP ANNOUNCEMENT & ON-LINE APPLICATION TEMPLATES | PURPOSE | ROLES & RESPONSIBILITIES |
|---|--|-------------------------------------|
| RA/AA – VERA/VSIP 2014-2015 VERA/VSIP Opportunities Announcement w/Instructions (Attachments A-D) | Notify Workforce of VERA/VSIP Window/On-Line App | RA/AA – HROs/PMOs |
| On-Line VERA/VSIP Application and Process | Employee Completes VSIP Application On-Line | Employees |
| VERA/VSIP Application Submission Reminder Notice | Employee Reminder to Apply for VERA/VSIP On-Line during Window | RA/AA – HROs/PMOs |
| SSC VERA/VSIP Employee Notification Official Offer | Notifies Employee Eligible to Separate with VERA/VSIP | Servicing SSC |
| SSC ERA/VSIP Employee Notification Official No-Offer | Notifies Employee Ineligible for VERA/VSIP Offer | Servicing SSC |

The SSCs also requests your immediate assistance to access the VERA/VSIP application <http://intranet.epa.gov/rtp/2015buyout/> to complete the following:

- 1) Review the drop down menu for occupational series and identify any that are missing based on your program's proposed package.
- 2) Review the drop down menu for duty location and identify any that are missing based on your program's proposed package. In some cases we only had the names of states, not cities. If you have more specific information on which cities are included in your proposed package, please provide us the name of the city. As an example, the drop down menu includes Alaska; however, we don't know if it is all employees' duty stationed in both Juneau and Anchorage or only one or the other.
- 3) Provide us with the group email box or the name(s) and email address(es) of the employees who should receive the notices when someone in your program applies for the VERA/VSIP.

The SSC is here to support and assist you throughout this process. If you have any questions regarding the templates and issuance to your workforce, please contact me directly or Elaine Jimenez at (702) 798-2402.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/4/2017 3:42:10 PM
To: Hitchens, Lynnann [hitchens.lynnann@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Lemley, Lauren [Lemley.Lauren@epa.gov]
Subject: RE: OARM Draft V/V Business Case Ideas

Thanks

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hitchens, Lynnann
Sent: Thursday, May 04, 2017 11:36 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Lemley, Lauren <Lemley.Lauren@epa.gov>
Subject: FW: OARM Draft V/V Business Case Ideas

Hi – I just wanted to let you know that Donna circulated what was put together for OARM. This echoes her desire to have “themes.”

Lynnann Hitchens
Acting Director, Office of Resources, Operations and Management
Office of Administration and Resources Management
P: 202-564-3184
M: 202-617-0738

From: Vizian, Donna
Sent: Thursday, May 04, 2017 9:58 AM
To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>; DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; ARA <ARA@epa.gov>
Cc: Hitchens, Lynnann <hitchens.lynnann@epa.gov>
Subject: OARM Draft V/V Business Case Ideas

Hi Everyone,

I thought it might helpful to share what we have developed. The bold would be the business case themes. The goal would be to find common themes across the agency to write to one business case. If you have any questions, Lynnann Hitchens has been the lead here is OARM.

Best,
Donna

To: Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]
Cc: Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Schulman, Marvin
Sent: Mon 6/5/2017 3:58:22 PM
Subject: RE: Request for Additional V/V Information
R6 Workforce Numbers for HQs.xlsx

Gary –

Here is the spreadsheet they submitted.

Ex. 5 - Deliberative Process

PLEASE let me know if you need more info or have follow up questions.

Marvin

From: Parker, Gary
Sent: Monday, June 05, 2017 11:52 AM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Request for Additional V/V Information

Marvin,

The last thing I got from R6 was in the attached excel sheet. Reading the business case word document you sent my way late Friday, the numbers do not reconcile with the excel sheet. By chance did you or Loretta receive an excel sheet along with their business case write up?

R,

Gary

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) 202-253-7099

From: Schulman, Marvin

Sent: Friday, June 02, 2017 4:53 PM

To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: FW: Request for Additional V/V Information

Revised business case from Region 6 (this one has the budget numbers in it)

marvin

From: Schulman, Marvin

Sent: Friday, June 02, 2017 3:56 PM

To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Subject: FW: Request for Additional V/V Information

Loretta –

Here is the revised business case from Region 6 with their budget numbers in it...it all checks out OK

From: Hill, Troy

Sent: Thursday, June 01, 2017 4:58 PM

To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>
Subject: RE: Request for Additional V/V Information

Marvin,

Attached is Region 6's V/V submission with budgetary information. Please let me know if you have any questions.

Regards,

Troy

From: Schulman, Marvin
Sent: Wednesday, May 31, 2017 6:31 PM
To: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Request for Additional V/V Information

Thank you for your V/V submission.

In reviewing your business case we realized that that document did not include your budgetary information

The attached document is a copy of your business case with the two budget tables attached.

We look forward to seeing your revised submission.

If I can be of additional assistance, please let me know.

Thank you

Marvin Schulman

Office of Human Resources

(202) 564-7778

Message

From: Roach, Tim [roach.tim@epa.gov]
Sent: 2/16/2017 5:15:36 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: OIG VERA-VSIP Report Update

Thanks Debbi.

From: Hart, Debbi
Sent: Thursday, February 16, 2017 11:08 AM
To: Roach, Tim <roach.tim@epa.gov>
Subject: RE: OIG VERA-VSIP Report Update

Tim —

Sadly I did not receive OW's input yet. I will check in again. Please stay tuned.

From: Roach, Tim
Sent: Thursday, February 16, 2017 11:52 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: OIG VERA-VSIP Report Update

Hi Debbi,

Thanks again for your time with the updates to the final report. Would you be able to share any of the responses you've received from the program offices or regions? We're at a point where we can incorporate those before sending the final report through the last part of our quality assurance process. Even if you have a few of the responses we could get underway reviewing how those updates will affect the findings.

Tim

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/5/2017 3:52:02 PM
To: Schulman, Marvin [Schulman.Marvin@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: RE: Request for Additional V/V Information
Attachments: R6 VV Justification (w-Budget Tables) 6-1-17.docx; R6 for Marvin view.xlsx

Marvin,

The last thing I got from R6 was in the attached excel sheet. Reading the business case word document you sent my way late Friday, the numbers do not reconcile with the excel sheet. By chance did you or Loretta receive an excel sheet along with their business case write up?

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Schulman, Marvin
Sent: Friday, June 02, 2017 4:53 PM
To: Parker, Gary <parker.gary@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: FW: Request for Additional V/V Information

Revised business case from Region 6 (this one has the budget numbers in it)

marvin

From: Schulman, Marvin
Sent: Friday, June 02, 2017 3:56 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: Request for Additional V/V Information

Loretta –

Here is the revised business case from Region 6 with their budget numbers in it...it all checks out OK

From: Hill, Troy
Sent: Thursday, June 01, 2017 4:58 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>
Subject: RE: Request for Additional V/V Information

Marvin,

Attached is Region 6's V/V submission with budgetary information. Please let me know if you have any questions.

Regards,

Troy

From: Schulman, Marvin

Sent: Wednesday, May 31, 2017 6:31 PM

To: Gray, David <gray.david@epa.gov>; McDonald, James <McDonald.James@epa.gov>; Hill, Troy <Hill.Troy@epa.gov>

Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Request for Additional V/V Information

Thank you for your V/V submission.

In reviewing your business case we realized that that document did not include your budgetary information

The attached document is a copy of your business case with the two budget tables attached.

We look forward to seeing your revised submission.

If I can be of additional assistance, please let me know.

Thank you

Marvin Schulman
Office of Human Resources
(202) 564-7778

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 6/9/2017 5:25:28 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Updated VERA VSIP theme chart by appropriations

Thanks. Do we need to talk?

On Jun 9, 2017, at 11:23 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

FYI.

From: Hart, Debbi
Sent: Friday, June 09, 2017 1:22 PM
To: Terris, Carol <Terris.Carol@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Loretta Hunt <Hunt.Loretta@epa.gov>
Subject: Updated VERA VSIP theme chart by appropriations
Importance: High

Carol-

Hope you're hanging in there! Please see the attached which should reflect final numbers for all offices. As always, let us know if there are questions. Thank you! Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

<20170609 VERA VSIP For Agency.xlsx>

From: Westenberger, Andrea
Location: 206; **Ex. 6 - Personal Privacy**
Importance: Normal
Subject: Updating guidance for V/V for regions
Start Date/Time: Wed 5/10/2017 5:00:00 PM
End Date/Time: Wed 5/10/2017 5:30:00 PM

→ [Join Skype Meeting](#)

Let's work together to compare notes/questions from Tuesday's call w/ OARM and regions on V/V so OARM can send updated guidance/info to the regions.

Lynnann – I see that you're not available so please share your notes/discuss with Debbi/Loretta beforehand if possible

Message

From: Lane, Vicki [Lane.Vicki@epa.gov]
Sent: 4/26/2017 5:11:07 PM
To: Showman, John [Showman.John@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: McIlwain, Serena [McIlwain.Serena@epa.gov]; Angelich, Michelle [Angelich.Michelle@epa.gov]
Subject: Region 9's Draft Early Out, Buyout Survey
Attachments: R9 VERA-VSIP (Earlyout-Buyout) Survey.docx

Hi John and Debbi,
Serena said you were interesting in Region 9's survey.
Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

To: Smith, Susan[Smith.Susan@epa.gov]
Cc: Parker, Gary[parker.gary@epa.gov]; Kuhns, Jason[Kuhns.Jason@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]; McNeal, Detha[McNeal.Detha@epa.gov]; Breen, Barry[Breen.Barry@epa.gov]; Simon, Nigel[Simon.Nigel@epa.gov]
From: Hart, Debbi
Sent: Tue 6/6/2017 9:09:46 PM
Subject: Re: Final V/V submissions - need by COB tomorrow

Susan- got it and thanks! D

Sent from my iPhone

On Jun 6, 2017, at 4:05 PM, Smith, Susan <Smith.Susan@epa.gov> wrote:

Debbi –

Good afternoon! Per the email below, attached are OLEM's revised final V/V materials.

Ex. 5 - Deliberative Process

If you have questions or need additional information, please feel free to contact me at 202-564-6656.

Sincerely,

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

202-834-8239 (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

From: Vizian, Donna

Sent: Monday, June 05, 2017 5:57 PM

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>; 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>; DRA <DRA@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Subject: Final V/V submissions - need by COB tomorrow

Hi Everyone. A thanks to you and your staff for all the hard work on the V/V submissions. We are crunching to get our agency-wide plan completed, so please send Debbi any changes you need to make to your submission by COB tomorrow. Thanks again. Donna

<FINAL - OLEM VERA-VSIP Proposal Revised 6-6-2017.docx>

<OLEM Current FY17 Org Chart Revised 6-2-17 .pptx>

<OLEM Projected PB FY18 Org Chart Revised 6-2-17.pptx>

<2017 OLEM VERA-VSIP Budget Summary Sheet- 6-06-2017.pdf>

<OLEM VERA VSIP Major Themes FINAL REVISED 6-6-17.xlsx>

<OLEM Targeted Positions Template - FINAL Revised 6-6-17.xlsx>

Message

From: Cooper, Marian [Cooper.Marian@epa.gov]
Sent: 6/9/2017 5:02:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: VERA-VSIP Announcement 0608017.docx
Attachments: VERA-VSIP Announcement 0608017.docx

To: Hunt, Loretta[Hunt.Loretta@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]
From: Schulman, Marvin
Sent: Thur 6/15/2017 7:25:49 PM
Subject: Follow up email from Nicole

See below

From: Patterson, Nicole
Sent: Thursday, June 15, 2017 3:25 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Im on a conference call

Thanks –

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process ☺ So we're good.

Nicole Patterson

Labor and Employee Relations

Office: 202-564-4839

From: Schulman, Marvin
Sent: Thursday, June 15, 2017 3:23 PM
To: Patterson, Nicole <Patterson.Nicole@epa.gov>
Subject: RE: Im on a conference call

I have no idea how to advise you, but I forwarded your email to both Debbi & Loretta so they could opine

Stay tuned

From: Patterson, Nicole
Sent: Thursday, June 15, 2017 3:19 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>

Subject: RE: Im on a conference call

FYI – I’m in a mediation right now so that’s why I called you/Loretta/Debbi several times.
Didn’t leave voicemails. Just gauging the possibility to do that

Nicole Patterson

Labor and Employee Relations

Office: 202-564-4839

From: Patterson, Nicole
Sent: Thursday, June 15, 2017 3:14 PM
To: Schulman, Marvin <Schulman.Marvin@epa.gov>
Subject: RE: Im on a conference call

Have a question re: VERA/VSIP – may need to be raised to Donna’s level but

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Nicole Patterson

Labor and Employee Relations

Office: 202-564-4839

From: Schulman, Marvin
Sent: Thursday, June 15, 2017 3:11 PM
To: Patterson, Nicole <Patterson.Nicole@epa.gov>
Subject: Im on a conference call

How can I be of assistance?

Marvin

(202) 564-7778

To: Hart, Debbi[Hart.Debbi@epa.gov]
From: Vizian, Donna
Sent: Wed 7/19/2017 3:01:07 PM
Subject: Re: V/V - request from the COS

Yes

On Jul 19, 2017, at 11:00 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Crap—did you want me to add more details about previous rounds of V/V to second paragraph? Will draft something now just in case.

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 10:58 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V - request from the COS
Importance: High

Is this getting there? Do you want more examples? What was decided on last paragraph?

Debbi Hart
Director

Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Wednesday, July 19, 2017 9:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V - request from the COS

Here are some of my thoughts on poisons we can weave into the briefing paper

Ex. 5 - Deliberative Process

On Jul 19, 2017, at 9:34 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

See below. I received your updated summary and will work on beefing it up next.

From: Hart, Debbi
Sent: Wednesday, July 19, 2017 8:43 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: FW: V/V - request from the COS
Importance: High

Checking in-- Is this all we are missing? (We are working on both items now.)

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

From: Hunt, Loretta

Sent: Tuesday, July 18, 2017 6:59 PM

To: Vizian, Donna <Vizian.Donna@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Parker, Gary <parker.gary@epa.gov>

Subject: RE: V/V - request from the COS

Importance: High

Donna, per our conversation

Ex. 5 - Deliberative Process

Examples of targeted positions

OCFO wants to:

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

OGC

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Region 9

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Loretta L. Hunt

Branch Chief

Policy and Accountability Branch

Policy, Planning and Training Division

Office of Human Resources

U.S. EPA

Phone: (202) 564-6963

Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, July 18, 2017 3:37 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>;
Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Flynn, Mike <Flynn.Mike@epa.gov>

Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

- A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
- I need the OLEM and ORD business cases
- He would like examples of jobs (in English) and grades in the package. Can we get the number of people eligible to retire in the pool?
- Also need a description of what was in our packages last time around added to the attached. Please do in track changes so he can see it
- Need to tell a story about ORD. Let me know if you have any ideas.

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

To: Parker, Gary[parker.gary@epa.gov]
Cc: Hart, Debbie[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Smith, Susan
Sent: Mon 6/5/2017 2:42:03 PM
Subject: RE: V/V questions

Ex. 6 - Personal Privacy

By the way, still waiting on the go ahead from my Acting AA to send you the requested revisions that I mentioned on my voice mail last Friday.

Take care!!

Susan

Susan Smith, Director

Organizational Management and Integrity Staff

Office of Land and Emergency Management/U.S. EPA

1301 Constitution Ave., NW, Washington, DC 20460

4139 WJC West/MC: 5101T

202-564-6656 (office)

Ex. 6 - Personal Privacy (cell)

202-566-6324 (fax)

[Follow OLEM](#) on Twitter @EPALand

From: Parker, Gary
Sent: Monday, June 05, 2017 10:22 AM
To: Smith, Susan <Smith.Susan@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V questions

Susan,

Can you provide details such as: job title, occ series, division/branch name and supervisory duties (Y/N) for the SES position you have targeted in your V/V numbers please?

Mr. Gary Parker

Branch Chief, Workforce Planning

USEPA/OARM/OHR

(O) 202-564-7421

(M) Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Monday, June 05, 2017 9:45 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V questions

Hi – can you tell me which SES positions, OLEM has targeted? thanks

From: Vaughan, Pat [Vaughan.Pat@epa.gov]
Sent: 6/6/2017 8:46:16 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Radzikowski, Mary Ellen [Radzikowski.Maryellen@epa.gov]; Steenbock, John [Steenbock.John@epa.gov]
Subject: FW: Final V/V submissions - need by COB tomorrow

Debbi,

ORD does not have any changes to submit to our VERA/VSIP business case, or to our overall cap, however, we are looking at the names in our pool one final time to verify accuracy.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

We can send that tomorrow if needed.

Ex. 5 - Deliberative Process

Thanks for all of your work on this effort! It is surely one of the shortest timeframes we've had for completing something like this.

Pat Vaughan
Director, Human Resources Division
ORD/Office of Administrative and Research Support
919-541-4912

Ex. 6 - Personal Privacy (cell)

<https://intranet.ord.epa.gov/oars/home>

From: "Vizian, Donna" <Vizian.Donna@epa.gov>

Date: June

5, 2017 at 5:57:27 PM EDT

To: 2017HQfirstassistants <2017HQfirstassistants@epa.gov>, 2017Regionfirstassistants <2017Regionfirstassistants@epa.gov>

Cc: DAA-Career <DAACareer@epa.gov>, DRA <DRA@epa.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>

Subject: Final V/V submissions - need by COB tomorrow

Hi Everyone. A thanks to you and your staff for all the hard work on the V/V submissions. We are crunching to get our agency-wide plan completed, so please send Debbi any changes you need to make to your submission by COB tomorrow. Thanks again. Donna

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/5/2017 2:31:33 PM
To: McManus, Catharine [mcmanus.catharine@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Burrows, Eileen [BURROWS.EILEEN@EPA.GOV]; Krakowiak, John [Krakowiak.John@epa.gov]; Esher, Diana [Esher.Diana@epa.gov]
Subject: RE: V/V questions

Thank you Cathy.

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: McManus, Catharine
Sent: Monday, June 05, 2017 10:31 AM
To: Parker, Gary <parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Burrows, Eileen <BURROWS.EILEEN@EPA.GOV>; Krakowiak, John <Krakowiak.John@epa.gov>; Esher, Diana <Esher.Diana@epa.gov>
Subject: RE: V/V questions

Gary-

After further guidance, we removed SES positions from our proposal last week. The revised justification and spreadsheets were sent to Marvin Shulman. I am attaching the revised information for your reference. Please let me know if you have any other questions.

From: Parker, Gary
Sent: Monday, June 05, 2017 10:26 AM
To: McManus, Catharine <mcmanus.catharine@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: FW: V/V questions

Cathy,

Donna needs to know specifically which SES positions R3 has targeted within your V/V numbers. Can you provide details on the ☐ targeted SES positions to include: job title, occ series, division/branch name, supervisor duties (Y/N).

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Vizian, Donna
Sent: Monday, June 05, 2017 9:45 AM

To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V questions

Hi – can you tell me which SES positions R3 has targeted? thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/23/2017 1:01:02 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: Re: Draft R9 VERA/VSIP Plan

Vicki,

Conversions under Pathways were exempt during the federal hiring freeze. You may convert eligible PMFs unless budget constraints are a concern.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On May 22, 2017, at 9:53 PM, Lane, Vicki <Lane.Vicki@epa.gov> wrote:

Hi Debbi and VERA/VSIP team,

I'm sending you a draft of the written portion of R9's VERA/VSIP request. I'm still working on the targeted positions spreadsheet. I think the Regional HRO's are having a hard time limiting the information to two pages. My text (without the budget tables) is less than 3 pages but there's a lot of white space. I didn't go into significant detail on the changes because I'm hoping the AAship write-up (especially OECA) will be able to cover the area where we have targeted the most positions. Since we are in an external hiring freeze, I expect that we will not be in a position to backfill any of these positions at lower-grade level unless we can convert our PMF and Attorney Honors employees (all in lower-graded positions), which we would very much like to make those conversions. Frankly, I thought that PMF's were already approved by OPM to be an exception to the hiring freeze.

Please let me know if you have any suggestions or comments on the draft. Thank you.

Regards, Vicki J. Lane
Human Resources Officer, Region 9
U.S. Environmental Protection Agency
75 Hawthorne Street, Mail Code: EMD-2
San Francisco, CA 94105
Email: lane.vicki@epa.gov
Phone: 415-972-3827

<R9 V-V Business Case Checklist.docx>

To: Vizian, Donna[Vizian.Donna@epa.gov]; Showman, John[Showman.John@epa.gov]; Hart, Debbi[Hart.Debbi@epa.gov]; Hunt, Loretta[Hunt.Loretta@epa.gov]
From: Helm, Arron
Sent: Wed 7/19/2017 9:10:40 PM
Subject: Fwd: VERA VSIP Applications Received

ALL by HR SSC

| HR Shared Service Center |
|--------------------------|
| Cincinnati |
| ERD |
| Las Vegas |
| RTP |
| |

Ex. 5 - Deliberative Process

| Program or Region |
|-------------------|
| AO |
| OAR |
| OARM |
| OCFO |
| OCSPF |
| OECA |
| OEI |
| OGC |
| OITA |
| OLEM |
| ORD |
| OW |
| Region 1 |
| Region 10 |
| Region 2 |
| Region 3 |
| Region 4 |
| Region 5 |
| Region 6 |
| Region 7 |
| Region 8 |
| Region 9 |
| |

Ex. 5 - Deliberative Process

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/5/2017 2:28:33 PM
To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Urgent V/V question

Alfredo,

Donna needs to know specifically which SL/ST positions OW has targeted within your V/V numbers. Can you provide details on the 5 targeted positions to include: job title, occ series, division/branch name, supervisor duties (Y/N).

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) Ex. 6 - Personal Privacy

From: Vizian, Donna
Sent: Monday, June 05, 2017 9:45 AM
To: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V questions

Hi – can you tell me which SL/ST positions OW has targeted? thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/15/2017 6:47:40 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: OPM's Guidance on the Proper Use of V/V
Attachments: Workforce Reshaping Process and Options.ppt

Debbi,

OPM held a workforce reshaping session for federal agencies on 5/4/17. This is the presentation that was forwarded to attendees. If you go to slide 18, *what VSIP is not intended for*, you'll see the third bullet clearly states:

- *Solely to create promotion opportunities or career ladder development. While succession planning is a requirement of agencies, positions for which a VSIP is paid must change in some way if refilled following the VSIP payment.*

This is why I was very clear in the FAQs and the ARA response that organizations must have a reasonable expectation that surplus employees would qualify for designated *safe positions* if vacated because such position do not have to be restructured. This is the sole purpose of a *safe position*. If programs want to restructure and compete, they should not designate safe positions, or do not designate safe positions for the positions they'd like the option to compete.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/21/2017 9:31:42 PM
To: Torrez, Alfredo [Torrez.Alfredo@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
CC: Stevens, Robert [Stevens.Robert@epa.gov]
Subject: RE: VERA/VSIP Question

Alfredo,

Per our conversation re: #1-3, technically yes. Question #4, no.

VERA can only be offered to employees who meet the criteria for eligibility. Thus, the assumption is that an organization that would only receive VERA offers has enough eligible employees who could retire early. An organization that only receives VSIP offers probably doesn't have enough employees who could qualify for VERA.

I do have to caution that offering one without the other may yield fewer takers than combining.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Torrez, Alfredo
Sent: Friday, April 21, 2017 3:06 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Stevens, Robert <Stevens.Robert@epa.gov>
Subject: VERA/VSIP Question

Hello Ladies,

I have a few V/V questions for you. I've read the V/V guidance and want to confirm the responses with you.

- 1) Can we identify separate categories for VERA and VSIP?
- 2) Can we offer VERA to some groups but not others?
- 3) Can we offer VSIP to some groups but not others?

It seems that the answer to the questions above is yes.

From VERA Guidance
Paragraph 16

An agency may offer VERA only on the basis of organizational considerations such as one or more of the following nonpersonal factors:

- 1) Organizational unit(s);
- 2) Classification series, occupations, and/or grade levels;
- 3) Geographic location(s);
- 4) Specific VERA window(s);
- 5) Skills, knowledge, or other factors related to a position; or
- 6) Any combination of the five factors above that the agency determines to be appropriate and necessary to implement the agency's VERA.

FROM VSIP Guidance

Paragraph 17 – Establishing “Windows” Section

The agency has many potential options to implement effective VSIP windows for employees. Some examples include:

- In a budget driven situation, only offering VSIP early in the fiscal year to maximize net savings after including the cost of each VSIP;
- Establishing opening and closing dates which are announced to employees at the time of the initial offer;
- Receiving a specified number of applications for a VSIP, provided that, at the time of the initial offer, the agency notified employees that it retained the right to limit voluntary VSIP on that basis; or
- Extending the VSIP offer only to employees in specific organizational unit(s), occupational series or grade(s), geographic area(s), or employees in possession of certain knowledge or skills -- as long as the authority issued by OPM covers them.

4) Do we have to offer the same number of VERA and VSIP opportunities?

The answer to this question is unclear to me.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency
Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: ltorrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/1/2017 4:02:01 PM
To: Helm, Arron [Helm.Arron@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: V-V and RIF Comparison Chart
Attachments: V-V and RIF Chart.docx

Importance: High

Arron,

I created a very high-level comparison chart that I figured Donna/John may find useful to brief folks who don't understand federal HR.

Please feel free to edit or provide comments.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Early Retirement, Buyouts and Reductions-In-Force Comparison

| | Voluntary Early Retirement (Early Out) | Voluntary Separation Incentive Payments (Buyout) | Reductions-In-Force |
|---------------------|--|--|---|
| Summary | <ul style="list-style-type: none"> • Allows an agency undergoing restructuring or downsizing to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement. • Acceptance of early retirement is voluntary. • Agency must prepare a business case with targeted positions. • OPM must approve. | <ul style="list-style-type: none"> • Allows an agency that is downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to separate. • Acceptance of buyout is voluntary. • Agency must prepare a business case with targeted positions. • OPM and OMB must approve. | <ul style="list-style-type: none"> • When an agency must abolish positions, RIF regulations determine whether an employee keeps his or her present position, has a right to a different position or must be separated. • RIF actions are involuntary. • Agency must prepare a business case with targeted positions. • Agency must adhere to the procedures and regulations in 5 CFR 351 when conducting a RIF. • OPM approval is not required but it does retain the authority to examine any part of the agency's RIF process and may take corrective actions if violations are found. |
| Benefits | <ul style="list-style-type: none"> • Encourages voluntary attrition. • Can be used in conjunction with VSIP. | <ul style="list-style-type: none"> • Encourages voluntary attrition. • Can be used in conjunction with VERA. | <ul style="list-style-type: none"> • Allows the agency to abolish non-mission critical positions. |
| Consequences | <ul style="list-style-type: none"> • Enough eligible employees may not take early out. | <ul style="list-style-type: none"> • Enough eligible employees may not take the buyout. • OMB may require the agency to demonstrate how the buyout will be budget neutral (i.e., will not result in any increased costs above current or future FY | <ul style="list-style-type: none"> • Agency would need to prepare extensively to conduct a RIF (all information required for determining levels and sub-groups must up-to-date and validated). |

| | Voluntary Early Retirement (Early Out) | Voluntary Separation Incentive Payments (Buyout) | Reductions-In-Force |
|--------------|---|--|--|
| | | appropriations to pay for costs incurred from the buy-out). | <ul style="list-style-type: none"> • Some employees will have bump and retreat rights. • There are regulatory timeframes for identifying competitive areas and employee notification. |
| Costs | <ul style="list-style-type: none"> • Leave payouts. • OPM VERA processing fees. | <ul style="list-style-type: none"> • Incentive payments up to \$25,000 per employee. • Leave payouts. • OPM VSIP processing fees. | <ul style="list-style-type: none"> • Possible severance of up to a year's pay. • Results can be unpredictable because some employees (e.g., higher tenure group or veterans) have bump and retreat rights (i.e., displacing someone in a lower group) • Some former employees will be eligible for unemployment benefits. |

Message

From: Fowler, Joshua [Fowler.Joshua@epa.gov]
Sent: 5/15/2017 4:59:21 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Question

Thank you

Josh Fowler
Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

From: Hunt, Loretta
Sent: Monday, May 15, 2017 9:22 AM
To: Fowler, Joshua <Fowler.Joshua@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: V/V Question

Joshua,

I believe you're conflating some V/V concepts

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Let me know if you have any questions or concerns.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Fowler, Joshua
Sent: Friday, May 12, 2017 9:50 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V Question

Hi Debbi,

What flexibility do we have to accept V/V requests on a case by case basis from bargaining unit employees? We

Ex. 5 - Deliberative Process

Thanks

Josh Fowler

Acting Human Resources Officer

EPA Region 8

1595 Wynkoop St. Denver, CO 80212

fowler.joshua@epa.gov

303-312-6348 (work)

720-287-9266 (cell)

Message

From: Torrez, Alfredo [Torrez.Alfredo@epa.gov]
Sent: 4/21/2017 7:05:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Stevens, Robert [Stevens.Robert@epa.gov]
Subject: VERA/VSIP Question

Hello Ladies,

I have a few V/V questions for you. I've read the V/V guidance and want to confirm the responses with you.

- 1) Can we identify separate categories for VERA and VSIP?
- 2) Can we offer VERA to some groups but not others?
- 3) Can we offer VSIP to some groups but not others?

It seems that the answer to the questions above is yes.

From VERA Guidance

Paragraph 16

An agency may offer VERA only on the basis of organizational considerations such as one or more of the following nonpersonal factors:

- 1) Organizational unit(s);
- 2) Classification series, occupations, and/or grade levels;
- 3) Geographic location(s);
- 4) Specific VERA window(s);
- 5) Skills, knowledge, or other factors related to a position; or
- 6) Any combination of the five factors above that the agency determines to be appropriate and necessary to implement the agency's VERA.

FROM VSIP Guidance

Paragraph 17 – Establishing “Windows” Section

The agency has many potential options to implement effective VSIP windows for employees. Some examples include:

- In a budget driven situation, only offering VSIP early in the fiscal year to maximize net savings after including the cost of each VSIP;
- Establishing opening and closing dates which are announced to employees at the time of the initial offer;
- Receiving a specified number of applications for a VSIP, provided that, at the time of the initial offer, the agency notified employees that it retained the right to limit voluntary VSIP on that basis; or
- Extending the VSIP offer only to employees in specific organizational unit(s), occupational series or grade(s), geographic area(s), or employees in possession of certain knowledge or skills -- as long as the authority issued by OPM covers them.

- 4) Do we have to offer the same number of VERA and VSIP opportunities?

The answer to this question is unclear to me.

Thanks,

Alfredo Torrez, Associate Director and
OW Program Management Official
Management and Operations Staff
Office of Water, Office of the Assistant Administrator
U.S. Environmental Protection Agency

Room 3311C WJC East (4101M)
Phone: (202) 564-6621 Mobile: (202) 573-1956
Fax: (202) 564-0500
Email: torrez.alfredo@epa.gov

Please consider the environment before printing this email.

Information contained in this message may be subject to the Privacy Act (5USC 552a) and should be treated accordingly. The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged information. Any review, re-transmission, dissemination or other use of, or taking of any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you receive this in error, please contact the sender and delete the material from any computer.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 3/1/2017 3:15:13 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VSIP vs RIF article

Yes, almost finished. Will send to you and Arron

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Wednesday, March 01, 2017 10:11 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: VSIP vs RIF article

Lol- are you still working on your comparison table?

Sent from my iPhone

On Mar 1, 2017, at 10:10 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Already have it!

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hart, Debbi
Sent: Wednesday, March 01, 2017 10:09 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Fwd: VSIP vs RIF article

Sent from my iPhone

Begin forwarded message:

From: "Helm, Arron" <Helm.Arron@epa.gov>
Date: March 1, 2017 at 9:35:08 AM EST
To: "Vizian, Donna" <Vizian.Donna@epa.gov>, "Showman, John"

Reduction in Force vs. VSIP

View this article online at <http://www.fedsmith.com/2012/12/16/reduction-in-force-vs-vsip/>

By Robert F. Benson on December 16, 2012 in Human Resources with Comments (37)

With tons of ink being spilled to discuss the financial “fiscal cliff” facing Americans as we get ready to start the new year, some readers may be wondering what happens if federal agencies find that they need to reduce their workforce. There are a couple of ways this can be done.

Reduction in force (RIF) and VSIP (Voluntary Separation Incentive Pay) are two orderly, effective ways to shed groups of Government employees. VSIP is much preferred by management and by employees. It is fairly obvious why employees prefer VSIP: they have their choice of taking or not taking the offer. With a RIF, it is not voluntary- when your name is reached for release, you must vacate your position. True, thru bump/retreat rights, you may be offered another position in the organization, but the one you occupy is gone.

With VSIP, the agency announces which organization/positions are targeted, or offered the buyout money. Then the affected employees decide whether they will take the offer. If they take it, they get up to \$25,000 and must resign by a specified date. There is no domino effect. Simple.

The main disadvantage with the VSIP, for management, is they have no way of knowing, beforehand, how many positions will be vacated. Of course, they can survey employees in advance and ask what they might decide, but this is not really a dependable method. If the number of “takers” is not sufficient, it might be necessary to do another VSIP. However, even though it is not known how many will take the offer, it is known with 100% certainty which jobs are affected.

A reduction in force is highly structured, with management discretion held to a minimum. Management decides the “competitive area” for the RIF, which is the geographic and organizational limits for the competition. A competitive level – also known as a retention register – is one job series and grade, e.g., technical analyst, GS-12, where all persons are on the same work schedule. Sounds simple, but keep reading.

Conventional wisdom is that virtually all RIF actions are the result of reorganizations. However, the author was in a situation where the RIF threats were many and ominous, over a period of months. In the end, guess what? Management decided a RIF was not necessary! In this case the RIF was used as a bogeyman, probably not the first time such a thing has happened.

For the agency, the problem with a RIF is that affected employees, depending on their seniority, have “bump” or “retreat” rights to other positions, whereby lower rated employees lose their jobs. But wait! The lower rated employees also have bump and retreat rights, which must be honored. There can be more than just two iterations...

What’s the difference between bumping and retreating? Bumping is displacing a person in another competitive level due to being in a higher group (I vs. II), or a higher sub-group (disabled vet vs. vet, or vet vs. non-vet). Retreating is having more service time than a person in the same sub-group of a different competitive level.

Retention factors. There are four that, added together, make up a person’s ranking:

1. Tenure of employment. This is temporary vs. career conditional vs. career.
2. Veterans preference. Disabled vs. not disabled vs. not vet.
3. Creditable civilian and military service.
4. Performance rating. Higher rating = more years added to employee tenure.

The first two determine the employee’s tenure group and sub-category within the group, while the third and fourth make up the employee’s service longevity, within the sub-category.

Within each retention level, employees are arranged in three groups. Group III is temps and “excepted” employees, who have no rights at all and are the first to go. Group II is career conditional, those who have less than three years service, while group I is those with career status.

Each group has three categories: disabled vets, vets, and all others. Within each category, employee names are arranged from most to least service time.

When employees are released, the sequence is first all group IIIs, then group II non-vets, followed by vets, and, last, disabled vets, according to service time within each category. Group I is the last to have releases, following the same sequence.

Typically, RIF actions are in two rounds. First, management places employees into selected competitive levels and groups/sub-groups within levels. This is a kind of snapshot, if you will. The second round is where it gets interesting. Bumping and retreating rights are established, and the changes begin. Only after the second stage of actions is complete does management know for certain how the RIFed organization is going to look.

One more complication: John may displace Mary, and Mary may, in turn, displace Albert, but John may simply opt to accept the RIF action, meaning Mary would no longer threaten to oust Albert. In this case, Albert's job would be saved.

One example of the unpredictability of a RIF is the true case of a Social Security district office where they conducted a RIF and the final result was that **one** person lost his job. He was a diabetic, mentally handicapped, GS-4 who operated the copy machine. His family sued.

If the administrative nightmare is not enough, there is the money. When a person loses his job thru a RIF he is entitled to severance pay, which can, depending on age and service time, easily be a full year's salary. So, in administrative costs and in terms of compensation per position, a RIF is considerably more costly to the agency than simply offering VSIP, which is capped at \$25,000 per person. Add to this the great uncertainty as to how it will turn out, and you have something to be avoided.

The above is a brief sketch summarizing and highlighting some complexities of the reduction in force process, to illustrate why both management and labor abhor RIFs. In view of the fiscal cliff and its ramifications, this may be the time to start looking into exactly how a RIF works. A good, detailed explanation can be found at: <http://www.opm.gov/rif/general/rifguide.asp>

© 2017 Robert F. Benson. All rights reserved. This article may not be reproduced without express written consent from Robert F. Benson

- See more at: <http://www.fedsmith.com/2012/12/16/reduction-in-force-vs-vsip/#sthash.iutktNpl.dpuf>

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/15/2017 4:39:37 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: VERA/VSIP Submission Question

Importance: High

Let's talk.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Price, Patricia
Sent: Monday, May 15, 2017 12:38 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA/VSIP Submission Question

Loretta,

The latter is what I am after.. Can the program/Region amend its figures at a later date? I am sure it is still too preliminary to determine if the agency will offer a second round of VERA/VSIP later. However, if there has been a determination on this decision now... I would appreciate knowing that as well.

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575
Price.patricia@epa.gov

From: Hunt, Loretta
Sent: Monday, May 15, 2017 10:26 AM
To: Price, Patricia <price.patricia@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP Submission Question

Patricia,

Are you asking if the agency will offer another round of V-V later in the year or if the program can amend its figures at a later date?

Loretta L. Hunt
Branch Chief

Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Price, Patricia
Sent: Friday, May 12, 2017 1:56 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: VERA/VSIP Submission Question

Good Morning,

We met with our Senior Leaders on yesterday to discuss Region 7's VERA/VSIP numbers and potential strategy going forward. During the discussion a question arose regarding VERA/VSIP submissions. Would you please address the following:

Question: Would offices have the option for increasing or VERA/VSIP numbers or submitting an additional request beyond the June 30, 2017 date?

Appreciate your reply.

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575
Price.patricia@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/15/2017 3:26:02 PM
To: Price, Patricia [price.patricia@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: VERA/VSIP Submission Question

Patricia,

Are you asking if the agency will offer another round of V-V later in the year or if the program can amend its figures at a later date?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Price, Patricia
Sent: Friday, May 12, 2017 1:56 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: VERA/VSIP Submission Question

Good Morning,

We met with our Senior Leaders on yesterday to discuss Region 7's VERA/VSIP numbers and potential strategy going forward. During the discussion a question arose regarding VERA/VSIP submissions. Would you please address the following:

Question: Would offices have the option for increasing or VERA/VSIP numbers or submitting an additional request beyond the June 30, 2017 date?

Appreciate your reply.

Thank you,

Pat Price
Human Resources Officer
EPA – Region 7
Office of Policy & Management
Human Capital Management Branch
11201 Renner Blvd
Lenexa, KS 66219
913 551-7575
Price.patricia@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 4/3/2017 10:59:50 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: transfer of function

Thanks. Linda gave me various things and I can't figure out the relocation part. It seems like in some situations they can choose.

On Apr 3, 2017, at 6:48 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey. Just discussed with Loretta.

It sounds like we would always pay relocation. Is this for a consolidation potentially? Loretta is putting some info together and we'll get it to you quickly before your deadline.

Sent from my iPhone

On Apr 3, 2017, at 6:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – I need help in understanding what would happen to the staff in each of these situations where the function is transferred outside the local commuting area (e.g., would the agency pay relocation ? Would we implement RIF procedures?):

- 1) <!--[if !supportLists]--><!--[endif]-->If a function is moved to a location that is currently performing the function (e.g. Contracts are all moved to one location that currently has a contracting office)
- 2) <!--[if !supportLists]--><!--[endif]-->If a function is moved to a location that is currently not performing the function.

I know the answer is often it depends, but it would be helpful to have the answers to the 2 situations above. I have a conversation at 10:30 tomorrow. It would be helpful to have the answers before then. Sorry for the timing.

Thanks

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 7/18/2017 1:06:37 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V

Just need # in the pool

On Jul 18, 2017, at 9:03 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Donna, does the following work, or do you need more?

EPA's VERA/VSIP Authority

- Was approved by OPM July 10, 2017
- Covers [redacted] program offices and regions
- Maximum VSIPs to be paid Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Sent from my iPhone

On Jul 17, 2017, at 7:11 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Did you guys do a summary of the business case? I need something for Ryan

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/20/2017 9:51:54 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: V-V "safe positions"

Sorry about the typos.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Thursday, April 20, 2017 5:16 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V-V "safe positions"

Both the VERA and VSIP Guides state:

“ . . . the agency may also offer VSIP (or VERA) to employees in safe positions that could then provide placement opportunities for employees holding surplus positions.”

In your response to Mr. Arron Helm on 4/7/17, you stated this is only applicable if the *safe position* will be restructured. However, this seems a bit contradictory since the *safe position* isn't really being targeted for restructuring or downsizing but to allow for the possible placement of the surplus position.

We'd like to discuss the following scenarios that don't involve restructured positions:

Scenario 1

The organization needs to eliminate five, GS-11/12 343 positions in Division A: Branches B and C. The manager offers V-V to all GS-11/12 343 positions in the organization. Five people across the organization accept V-V and separate. Division A then reassigns any surplus employees remaining in Branches B and C and eliminates five positions.

Scenario 2

Employee 1 is in a targeted position but does not want to take V-V. Employee 2 is not in a targeted position but would gladly take the V-V. They are the same grade/same or similar series (i.e., either one could qualify for the other's position). The employees are swapped. Employee 2 receives the V-V, separates and the position is eliminated. Employee 1 continues on in his new position.

Our past experience with V-V is that such situations are allowed. Please advise as we want to ensure we are providing correct guidance to our customers.

Thanks.

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/15/2017 3:21:43 PM
To: Fowler, Joshua [Fowler.Joshua@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V Question

Joshua,

I believe you're conflating some V/V concepts

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Let me know if you have any questions or concerns.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Fowler, Joshua
Sent: Friday, May 12, 2017 9:50 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V Question

Hi Debbi,

What flexibility do we have to accept V/V requests on a case by case basis from bargaining unit employees? We

Ex. 5 - Deliberative Process

Thanks
Josh Fowler
Acting Human Resources Officer
EPA Region 8
1595 Wynkoop St. Denver, CO 80212
fowler.joshua@epa.gov
303-312-6348 (work)
720-287-9266 (cell)

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/20/2017 11:29:49 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: EPA VERA/VSIP Request
Attachments: V_V Summary Slides for Leadership 6.16.17.pptx

Greg,

Let me know if you receive this email. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 10:00 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S.' <James.S.Mulligan@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA VERA/VSIP Request

Ex. 6 - Personal Privacy

Final email with document #6

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 9:58 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S.' <James.S.Mulligan@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA VERA/VSIP Request
Importance: High

Ex. 6 - Personal Privacy

This email replaces “3 of 3” because the previous emails sent on 6/16 and 6/19 did not get through to OPM

OPM should have the first four documents as listed in email “1 of 3” from 6/16.

This email is document #5 from that list.

One more email to follow.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 4/3/2017 10:48:11 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
Subject: Re: transfer of function

Hey. Just discussed with Loretta.

It sounds like we would always pay relocation. Is this for a consolidation potentially? Loretta is putting some info together and we'll get it to you quickly before I your deadline.

Sent from my iPhone

On Apr 3, 2017, at 6:23 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi – I need help in understanding what would happen to the staff in each of these situations where the function is transferred outside the local commuting area (e.g., would the agency pay relocation ? Would we implement RIF procedures?):

- 1) <!--[if !supportLists]--><!--[endif]-->If a function is moved to a location that is currently performing the function (e.g. Contracts are all moved to one location that currently has a contracting office)
- 2) <!--[if !supportLists]--><!--[endif]-->If a function is moved to a location that is currently not performing the function.

I know the answer is often it depends, but it would be helpful to have the answers to the 2 situation above. I have a conversation at 10:30 tomorrow. It would be helpful to have the answers before then. Sorry for the timing.

Thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/12/2017 5:45:53 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Slides
Attachments: VERA-VSIP Overview Presentation April2017.pptx

Attached

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov



Voluntary Early Retirement and Voluntary Separation Incentive Authorities



What is Voluntary Early Retirement Authority ?

VERA (or Early-Out) allows agencies that are undergoing substantial restructuring, reshaping, downsizing, transfer of function, or reorganization to temporarily lower the age and service requirements in order to increase the number of employees who are eligible for retirement.

- Encourages voluntary separations and helps the agency complete the needed organizational change with minimal disruption to the work force.
- Eligible employees receive an immediate annuity years before they would otherwise eligible.
- Use of the authority requires OPM approval.



VERA Eligibility

The employee must:

- Meet the minimum age and service requirements and be:
 - At least age 50 with at least 20 years of creditable federal service, or
 - Any age with at least 25 years of creditable federal service;
- Have served in a position covered by the OPM authorization for the minimum time specified by OPM (usually 30 days prior to the date of the agency request);
- Serve in a position covered by the agency's VERA plan; and
- Separate by the close of the early-out period.



What is Voluntary Separation Incentive Payment?

VSIP (or Buy-Out) allows agencies that are downsizing or restructuring to offer employees lump-sum payments up to \$25,000 as an incentive to voluntarily separate.

- May be offered to employees who are in surplus positions or have skills that are no longer needed in the workforce and who volunteer to separate by resignation, optional retirement, or by voluntary early retirement.
- Some employees may be eligible for VERA and VSIP and can take both (i.e., retire early with a lump-sum incentive).
- Use of the authority requires OPM approval.



VSIP Eligibility

The employee must:

- Be serving in an appointment without time limit;
- Be currently employed by the executive branch of the federal government for a continuous period of at least 3 years;
- Be serving in a position covered by the agency VSIP plan (i.e., in the specific geographic area, organization, series and grade);
- Apply for and receive approval for a VSIP from the agency making the VSIP offer; and



VSIP Ineligible

- Reemployed annuitants;
- Eligible for disability retirement;
- Have received a decision notice of involuntary separation for misconduct or poor performance;
- Previously received any VSIP from the federal government;
- Recipient of a student loan repayment during the 36-month period preceding the date of separation,
- Recipient of a recruitment or relocation incentive during the 24-month period preceding the date of separation; and
- Recipient of a retention incentive during the 12-month period preceding the date of separation.



VERA and VSIP ARE NOT!

- A short term solution for budget cuts
- To be used for anticipated scenarios
- For positions that have direct hire authority or are paying recruitment incentives, e.g. IT Specialist (Information Security)
- To be used to deal with employees with performance or conduct issues

[DateTime]

7



JUSTIFICATIONS MUST INCLUDE:

- Detailed summary of how the authorities will be used and the anticipated results
- An explanation why the requested incentive(s) are an appropriate strategy for making the required workforce adjustments
- The total number of employees expected to be affected and expected to take advantage of the incentive(s)
- Anticipated budget impact, i.e. direct and indirect costs, savings, etc.
- Detailed list of positions that will be impacted and offered the incentive(s) identified by organizational unit, geographical location, occupational category, grade level and any other relevant factors
- An explanation of how the organization will operate without the eliminated positions
- Current and proposed organizational charts

[DateTime]

8



THINGS TO REMEMBER

- Use the templates provided by OHR
- Have a plan and be specific
- Link justification to workforce and succession plans
- If addressing “strategic goals” explain what those are
- Don’t use phrases that target age such as “maturing workforce.”
- No requirement to request both VERA and VSIP



TARGETING POSITIONS

- Target positions, not employees.
- Do not target critical positions, required positions (e.g., Budget Officer) or direct hire positions (IT Security, Contract Specialists).
 - SES positions will require additional information (e.g., does the agency plan to return the slot?)
- Targeted positions must be restructured (different grade, series, duties) or eliminated if vacated via VERA/VSIP.
 - If the targeted position must remain in the same series and FPL, OPM will request current and proposed PDs and additional information.
- Can't target positions for the sole purpose of providing promotional opportunities to remaining staff.



THE PROCESS

- Program/Region completes templates with targeted positions and business case
- Submit draft to OARM/OHR/PPTD for review and feedback
- Informal review by OPM and OMB
- Submit package for Acting AA of OARM's approval and signature
- Submit officially to OPM and OMB
- Receive Approval

[DateTime]

11



OHR CONTACTS

Debbi Hart

hart.debbi@epa.gov

202-564-2011

Loretta Hunt

hunt.loretta@epa.gov

202-564-6963

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/20/2017 11:28:57 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA VERA/VSIP Request

Greg,

I will attempt to resend the PPT document. It is only 3 slides so I don't understand why it won't go through. However, document #6 is not vital to EPA's overall request. It is simply a high level overview. OPM can proceed with its review as long as you have documents #1-5.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Snowden, Gregory A [mailto:Gregory.Snowden@opm.gov]
Sent: Tuesday, June 20, 2017 6:05 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA VERA/VSIP Request

Not yet!

We received the organizational charts, however, not the PowerPoint file.

Maybe it is too large for OPM's In-Take, could you submit in separate files?

Thanks.

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Tuesday, June 20, 2017 10:51 AM
To: Snowden, Gregory A
Cc: Hart, Debbi
Subject: Re: EPA VERA/VSIP Request

Did you get file #6.

It's a PowerPoint file.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources

(202) 564-6963
hunt.loretta@epa.gov

On Jun 20, 2017, at 10:16 AM, Snowden, Gregory A <Gregory.Snowden@opm.gov> wrote:

Hello Loretta,

I received the organizational charts. Still waiting on the slides. Thanks.

Gregory

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Tuesday, June 20, 2017 10:00 AM
To: Snowden, Gregory A; Mahoney, Michael J; Coleman, Darrell E; Thornton, Cathryn; Butler, Monica; Mulligan, James S. EOP/OMB
Cc: Hart, Debbi
Subject: EPA VERA/VSIP Request
Importance: High

This email replaces "3 of 3" because the previous emails sent on 6/16 and 6/19 did not get through to OPM

OPM should have the first four documents as listed in email "1 of 3" from 6/16.

This email is document #5 from that list.

One more email to follow.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 4/20/2017 9:13:33 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: OSWER Report request

Called and she did not answer. Left a VM.

Sent from my iPhone

On Apr 20, 2017, at 4:58 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Can you let me know tomorrow how conversation went with Dawn?

From: Datcher, Dawn
Sent: Thursday, April 20, 2017 3:07 PM
To: Kuhns, Jason <Kuhns.Jason@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: OSWER Report request

Jason,

I see you are out but wanted to send the request. Not sure if the attached is something OHR is working but checking if it will be sent out to the PMOs for V/V prep. Seems the numbers I am pulling in OBIEE are not aligning and after a few late nights I figured I'd reach out to you.

Any help would be appreciated. Many thanks.

Dawn Datcher
Office of Land and Emergency Management
U.S. Environmental Protection Agency
Phone: (202) 564-9911

From: Thornton, Kecia
Sent: Thursday, April 20, 2017 3:00 PM
To: Smith, Susan <Smith.Susan@epa.gov>; Datcher, Dawn <Datcher.Dawn@epa.gov>
Subject: FW: OSWER Report request

They assigned the codes (see attached.)

From: Kuhns, Jason
Sent: Tuesday, May 13, 2014 4:12 PM
To: Thornton, Kecia <Thornton.Kecia@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Culver, Lora <Culver.Lora@epa.gov>
Subject: RE: OSWER Report request

Kecia,

Attached is the requested roster. The data is based on 5/1/2014. If you have any questions please let me know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Thornton, Kecia
Sent: Tuesday, May 13, 2014 1:35 PM
To: Kuhns, Jason
Cc: Hart, Debbi; Culver, Lora
Subject: OSWER Report request

Hello Jason!

I hope all is well with you! In preparing for the VERA/VSIP phase two, Lora would like to send the OSWER Office Directors information similar to that from the attached report. She would like to know if you would be able to share an updated report as of April 6, 2014? Please call either Lora (202) 566-1897 or me if you have questions or concerns. Thank you very much for your help!!

Kecia Thornton
(202) 566-1913

From: Culver, Lora
Sent: Tuesday, March 18, 2014 12:08 PM
To: Thornton, Kecia
Subject: FW: OSWER Roster

From: Kuhns, Jason
Sent: Monday, January 13, 2014 10:58 AM
To: Culver, Lora
Subject: OSWER Roster

Hi Lora,

Attached is an extended version of the document we sent you in October. It now includes the employees who are not retirement eligible (3-I). I hope this works for you, and if you have any other questions please let me know.

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

<OSWER Roster 5.1.2014.xlsx>

Message

From: Breneman, Sara [breneman.sara@epa.gov]
Sent: 6/20/2017 10:12:46 PM
To: Hart, Debbie [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Sanders, Amy [Sanders.Amy@epa.gov]
Subject: Possible correction to the R5 V/V package

Debbie and Loretta,

I hate to do this to you, but one of our Division Directors caught a last minute typo in his Division's section of the write-up that unfortunately is substantive.

Ex. 5 - Deliberative Process

The spreadsheet has it correct and this doesn't effect our overall number. Is there anything that can be done about it at this point? I don't know how you plan to roll this out to staff, and which is the overriding document.

Again, I am so sorry to be creating a last minute problem. Please let me know if you think there is a chance it could be corrected.

Thanks,
Sara
312-886-0243

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/8/2017 8:22:56 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Workforce Themes Analysis
Attachments: Agency Themes V-V 2017.xlsx

Importance: High

I've added R9.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 6/9/2017 1:33:25 PM
To: Milton, Laura [Milton.Laura@epa.gov]
CC: Schulman, Marvin [Schulman.Marvin@epa.gov]; Kuhns, Jason [Kuhns.Jason@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: URGENT VERA VSIP

Laura,

VERA VSIP numbers are being finalized today. Need your help with one issue we have in reviewing your V/V

Ex. 5 - Deliberative Process

R,
Gary

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

Message

From: Dalrymple, Anne [Dalrymple.Anne@epa.gov]
Sent: 5/12/2017 9:37:56 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Westenberger, Andrea [Westenberger.Andrea@epa.gov]
Subject: Question about themes
Attachments: VERA VSIP Major Themes.xlsx

Hi Debbi –

This is to follow up my VM.

This one makes sense to me, except for the parentheses:

Ex. 6 - Personal Privacy

Can you help me be able to explain it?

Thanks!

Anne

Anne Dalrymple
Acting Deputy Assistant Regional Administrator
U.S. Environmental Protection Agency
1200 Sixth Ave, Suite 900, OMP 212
Seattle, WA 98101
(206) 553-6313

Message

From: Coleman, Sam [Coleman.Sam@epa.gov]
Sent: 5/31/2017 4:29:11 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: 2017HQfirstassistants [2017HQfirstassistants@epa.gov]; 2017Regionfirstassistants [2017Regionfirstassistants@epa.gov]; DAA-Career [DAACareer@epa.gov]; DRA [DRA@epa.gov]; ARA [ARA@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]; Hunt, Loretta [Hunt.Loretta@epa.gov]; Showman, John [Showman.John@epa.gov]
Subject: Re: V/V Follow up

Have we considered having an SES process managed out of HQ for consistency?

Samuel Coleman, P. E.,
Deputy Regional Administrator

214.665.2100 Ofc
214.665. 3110 Desk
214.665.2016 Cell

Coleman.sam@epa.gov

Sent from my iPhone

On May 31, 2017, at 10:24 AM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Everyone,

Yesterday the question was asked if SES can be included in the pool. I consulted with Mike. If an SES position is included it would need to be abolished and the organization's pool of SES reduced. Please call if you have questions.

Best,
Donna

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 3/23/2017 12:51:54 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]
Subject: Fwd: Question

Can you get John OARM chart with grades and names? Thx!

Sent from my iPhone

Begin forwarded message:

From: "Showman, John" <Showman.John@epa.gov>
Date: March 22, 2017 at 10:41:41 PM EDT
To: "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: Re: Question

Can I get something with names??

Sent from my iPhone

On Mar 21, 2017, at 11:38 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Here you go. Let us know if this works or if you need other cuts.

From: Kuhns, Jason
Sent: Tuesday, March 21, 2017 11:18 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Question

Does this work?

Thanks,

Jason Kuhns
U.S. Environmental Protection Agency
Office of Human Resources
202-564-3236
kuhns.jason@epa.gov

From: Hart, Debbi
Sent: Tuesday, March 21, 2017 10:43 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Kuhns, Jason <Kuhns.Jason@epa.gov>
Subject: RE: Question

Jason has the V/V numbers and can get you a breakout of OARM eligibility by occ series.
Stay tuned.

From: Showman, John
Sent: Tuesday, March 21, 2017 9:42 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Question

I know you are moving in many different directions – is somebody working on the OARM printout of retirement eligibles, VERA/VSIP eligibles and if I want a report of OARM employees by job series is that something Jason can also pull or is Jan able to pull?

<OARM Eligibility.xlsx>

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/20/2017 9:48:16 PM
To: Lane, Vicki [Lane.Vicki@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Follow-up on recent V/V question

Vicki,

Per the VSIP guide (section 13), in order to be ineligible for VSIP the incumbent must be *in receipt of a decision notice* of involuntary separation for misconduct or unacceptable performance.

How far along is the matter? If there's an only an investigation at this point, it might be premature to remove the employee from consideration. You should also discuss this with LERD for their perspective.

Call me if you need to discuss.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 4/3/2017 2:52:20 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: V/V

Per the VERA guide:

- The minimum age and service requirements are set by statute in 5 U.S.C. 8336(d)(2) for CSRS employees, and in 5 U.S.C. 8414(b)(1) for FERS employees. OPM has no authority to waive either the minimum age or service requirement for VERA eligibility.

The only "5 year" VERA-related matter I can think of is the requirement for an employee to be covered by FEHB 5 years prior to retirement in order to continue health coverage into retirement. The employee can ask for a waiver from OPM.

Loretta L. Hunt, Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
(202) 564-6963
hunt.loretta@epa.gov

On Mar 31, 2017, at 1:10 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

?? anything you've heard of? Please stay tuned.

From: Hart, Debbi
Sent: Friday, March 31, 2017 1:09 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Subject: RE: V/V

no. do you mean like setting the min age requirement five years earlier? do you want me to look into it?

From: Vizian, Donna
Sent: Friday, March 31, 2017 11:50 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: V/V

Have you ever heard of a VERA where the agency can add 5 years onto an individuals retirement?

Message

From: Parker, Gary [parker.gary@epa.gov]
Sent: 5/31/2017 3:26:19 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: FW: V/V question

FYI

Mr. Gary Parker
Branch Chief, Workforce Planning
USEPA/OARM/OHR
(O) 202-564-7421
(M) 202-253-7099

From: Vizian, Donna
Sent: Wednesday, May 31, 2017 10:57 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Peabody, Hitch <Peabody.Hitch@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: V/V question

I talked with Mike and if an organization wants to place an SES position in the pool, it will need to be eliminated.

From: Hunt, Loretta
Sent: Wednesday, May 31, 2017 9:18 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Peabody, Hitch <Peabody.Hitch@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Re: V/V question

Donna,

An SESer still has to meet quals for the position but the agency makes the determination on qualifications. So technically, a SES position can be vacated, restructured and then filled. I have directed organizations to discuss their SES plans with ERD to make sure that what is proposed is actually doable. Also, OPM will almost certainly ask questions about any SES position that isn't targeted for elimination.

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:17 PM
To: Hunt, Loretta
Subject: V/V question

Hey Loretta. A few folks today asked if SES positons could be included. I know a few years ago R9 included but reduced its SES number by the 1. The question now is could they restructure. Wondering if you know the thought process from the last round. Here is what I sent to Mike this afternoon.

I don't think it is appropriate to include for restructuring purposes. SES can be moved anywhere, so why would we not just move the person to the restructured job. I am OK if an organization wants to reduce its number of SES positions. I think we owe an answer to folks. Please let me know what you think.

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 6/20/2017 2:00:30 PM
To: Snowden, Gregory A [Gregory.Snowden@opm.gov]; Mahoney, Michael J [Mike.Mahoney@opm.gov]; Coleman, Darrell E [Darrell.Coleman@opm.gov]; Thornton, Cathryn [Cathryn.Thornton@opm.gov]; Butler, Monica [Monica.Butler@opm.gov]; Mulligan, James S. EOP/OMB [James_S_Mulligan@omb.eop.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: EPA VERA/VSIP Request
Attachments: V_V Summary Slides for Leadership 6.16.17.pptx

Final email with document #6

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Tuesday, June 20, 2017 9:58 AM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Coleman, Darrell E' <Darrell.Coleman@opm.gov>; 'Thornton, Cathryn' <Cathryn.Thornton@opm.gov>; 'Butler, Monica' <Monica.Butler@opm.gov>; 'Mulligan, James S. EOP/OMB' <James_S_Mulligan@omb.eop.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: EPA VERA/VSIP Request
Importance: High

This email replaces “3 of 3” because the previous emails sent on 6/16 and 6/19 did not get through to OPM

OPM should have the first four documents as listed in email “1 of 3” from 6/16.

This email is document #5 from that list.

One more email to follow.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 3/1/2017 1:07:50 AM
To: Hart, Debbi [Hart.Debbi@epa.gov]
CC: Showman, John [Showman.John@epa.gov]
Subject: Re: Workforce planning options

Thanks

On Feb 28, 2017, at 7:13 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

I made a couple of minor suggestions to intro in track changes—take 'em or leave 'em. And I put the V/V costs in a table to make it tidier. Debbi

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Vizian, Donna
Sent: Tuesday, February 28, 2017 5:10 PM
To: Bloom, David <Bloom.David@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>
Subject: Workforce planning options

Hi – this is still draft, I need Arron and Debbi to look at how I combined the 2 options and also the introduction. David and Carol, will get you a final tomorrow. I think the message to OMB is we can't get there by 9/30.

<Workforce Planning optionsFeb2017.docx>

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 3/21/2017 12:54:36 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: path forward on the EO for restructuring

I will come down for our 930 and provide you with updates/statuses.

From: Hart, Debbi
Sent: Tuesday, March 21, 2017 8:50 AM
To: Helm, Arron <Helm.Arron@epa.gov>
Subject: FW: path forward on the EO for restructuring

I can pull from what you prepared previously as starting point

From: Vizian, Donna
Sent: Tuesday, March 21, 2017 8:01 AM
To: Showman, John <Showman.John@epa.gov>
Cc: Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Subject: Re: path forward on the EO for restructuring

It would probably be good to give holly some info on what we need to do to prepare for a RIF. Adding Arron since I think he is the one tracking this. Thanks.

On Mar 21, 2017, at 7:22 AM, Showman, John <Showman.John@epa.gov> wrote:

I've asked Debbi and Loretta to take first stab and get something to me this am. Thanks.

Sent from my iPhone

On Mar 21, 2017, at 6:42 AM, Carpenter, Wesley <Carpenter.Wesley@epa.gov> wrote:

Donna:

Will do.

Wes

From: Vizian, Donna
Sent: Monday, March 20, 2017 9:39 PM
To: Showman, John <Showman.John@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: Fwd: path forward on the EO for restructuring

Please see below. Can you guys take what you have and turn into a briefing paper for the administrator. Need quickly. Thanks

Begin forwarded message:

From: "Greaves, Holly" <greaves.holly@epa.gov>
Date: March 20, 2017 at 9:32:28 PM EDT
To: "Vizian, Donna" <Vizian.Donna@epa.gov>
Cc: "Bloom, David" <Bloom.David@epa.gov>
Subject: Re: path forward on the EO for restructuring

Donna, just a heads up that Ryan has asked for a one pager on the buyout to brief the Administrator before we announce to the AAs. We can discuss tomorrow.

Sent from my iPhone

On Mar 20, 2017, at 6:49 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Thank you.

On Mar 20, 2017, at 6:45 PM, Greaves, Holly <greaves.holly@epa.gov> wrote:

Hi Donna, of course! I'll look forward to it.

Holly

Sent from my iPhone

On Mar 20, 2017, at 6:21 PM, Vizian, Donna <Vizian.Donna@epa.gov> wrote:

Hi Holly,

I was speaking with David this evening about how do we approach the EOP on restructuring. Would it be OK if I come to your 9:00 with David on Wednesday so we can talk about ideas? thanks

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 5/31/2017 1:17:36 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Peabody, Hitch [Peabody.Hitch@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Re: V/V question

Donna,

An SESer still has to meet quals for the position but the agency makes the determination on qualifications. So technically, a SES position can be vacated, restructured and then filled. I have directed organizations to discuss their SES plans with ERD to make sure that what is proposed is actually doable. Also, OPM will almost certainly ask questions about any SES position that isn't targeted for elimination.

From: Vizian, Donna
Sent: Tuesday, May 30, 2017 6:17 PM
To: Hunt, Loretta
Subject: V/V question

Hey Loretta. A few folks today asked if SES positions could be included. I know a few years ago R9 included but reduced its SES number by the 1. The question now is could they restructure. Wondering if you know the thought process from the last round. Here is what I sent to Mike this afternoon.

I don't think it is appropriate to include for restructuring purposes. SES can be moved anywhere, so why would we not just move the person to the restructured job. I am OK if an organization wants to reduce its number of SES positions. I think we owe an answer to folks. Please let me know what you think.

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 2/28/2017 10:03:42 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V timeline and costs

Thanks. Dinner still on? Come to Del Friscos for a drink

From: Hart, Debbi
Sent: Tuesday, February 28, 2017 4:47 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V timeline and costs

Should have stated that our V/V costs are on the high end.

From: Vizian, Donna
Sent: Tuesday, February 28, 2017 4:18 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: V/V timeline and costs

The days are additive, right? So 165-240?

If I want to compare both processes, could I say that from the day we identify the positions (or business case) a V/V would take 120-180 days and a RI F would take about 300 days?

From: Hart, Debbi
Sent: Tuesday, February 28, 2017 3:51 PM
To: Showman, John <Showman.John@epa.gov>; Helm, Arron <Helm.Arron@epa.gov>; Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: V/V timeline and costs
Importance: High

Here you go. Let us know if there are questions.

VERA/VSIP Timeline

1. 45-60 days
 - Obtain retirement data
 - Estimate costs
 - Develop business case in collaboration with OPM and OMB (i.e., identify positions targeted and explain how agency will meet its mission needs)
 - Notify unions
2. 30-45 days

OPM approval

3. 30-45 days
 - Notify unions of OPM approved plan
 - Issue employee notifications
4. 60-90 days
Separations

Ex. 5 - Deliberative Process

Considerations

- V/V is voluntary
- Critical positions should not be targeted because we will not be able to rehire for them
- Effort should be position-focused, not employee-focused

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Vizian, Donna [Vizian.Donna@epa.gov]
Sent: 3/20/2017 10:22:23 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Regs for VERA/VSIP

Thanks much

From: Hunt, Loretta
Sent: Monday, March 20, 2017 6:09 PM
To: Vizian, Donna <Vizian.Donna@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: Regs for VERA/VSIP

Donna, to my knowledge, yes the latest VSIP regs are from 2005.

VSIP reg (5 CFR 576): <http://www.ecfr.gov/cgi-bin/text-idx?SID=44092d6539831831fbdd5c93289da7f4&mc=true&node=pt5.1.576&rgn=div5>

VERA regs:

- 5 CFR 831.114 CSRS: http://www.ecfr.gov/cgi-bin/text-idx?SID=44092d6539831831fbdd5c93289da7f4&mc=true&node=pt5.2.831&rgn=div5#se5.2.831_1114
- 5 CFR 842.213 FERS: http://www.ecfr.gov/cgi-bin/text-idx?SID=44092d6539831831fbdd5c93289da7f4&mc=true&node=pt5.2.842&rgn=div5#se5.2.842_1213

2017 VSIP Guide: <https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-separation-incentive-payments/guide.pdf>

2017 VERA Guide: https://www.opm.gov/policy-data-oversight/workforce-restructuring/voluntary-early-retirement-authority/vera_guide.pdf

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Monday, March 20, 2017 4:45 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Regs for VERA/VSIP

Hi – Is the latest reg for VSIP January 2005? If not can you please send the current. Can you please send me the VERA regs. Thanks much

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 2/28/2017 8:44:13 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Timeline

Importance: High

VERA/VSIP Timeline

1. 45-60 days
 - Obtain retirement data
 - Estimated costs
 - Business case in collaboration with OPM and OMB (i.e., identify positions targeted and explain how agency will meet its mission needs)
 - Notify unions
2. 30-45 days
OPM approval
3. 30-45 days
 - Notify unions of OPM approved plan
 - Issue employee notifications
4. 60-90 days
Separations

Ex. 5 - Deliberative Process

*assumes salary for an average grade EPA employee (GS-13 step 6) using DC locality pay; 240 hours as maximum annual leave payout

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Showman, John [Showman.John@epa.gov]
Sent: 2/28/2017 8:25:17 PM
To: Helm, Arron [Helm.Arron@epa.gov]
CC: Vizian, Donna [Vizian.Donna@epa.gov]; Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: RIF Timeline and potential cost estimate

Thanks.

Sent from my iPhone

On Feb 28, 2017, at 3:21 PM, Helm, Arron <Helm.Arron@epa.gov> wrote:

I spoke with Mark and incorporated a couple of minor comments he offered.

He said this captures all the right steps but that he could not really comment on the timelines I incorporated. He said that best case, for an agency that has everything ready to go – comp levels, comp areas, clearly identified positions etc – a RIF will take 6 months. Since we don't have any of this in order my estimate is VERY aggressive.

Let me know if you want to discuss any of this or want any changes.

Arron E. Helm
Director
Office of Administration and Resources Management
Research Triangle Park
(919) 541-4252

<image001.png>

CONFIDENTIALITY: This communication may contain privileged or other confidential information. If you are not the intended addressee, or believe you have received this communication in error, you may neither copy, disseminate, nor distribute it to anyone else or use it in any unauthorized manner; to do so is strictly prohibited and may be unlawful. If you receive this email by mistake, please advise the sender immediately by using the reply facility in your mail software and delete it from your computer. "Information in this message may be subject to the Privacy Act (5 USC 552a) and should be treated accordingly."

<RIF Estimated Timeline and Cost (005).docx>

Message

From: Helm, Arron [Helm.Arron@epa.gov]
Sent: 3/20/2017 3:33:10 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Workforce Reshaping Question

I am free from 330 until whenever. Or after lunch 1-2 ish.

Sent from my iPhone

On Mar 20, 2017, at 11:31 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

That works. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Helm, Arron
Sent: Monday, March 20, 2017 11:30 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: Workforce Reshaping Question

Note. The referenced agreement for RTP is moot and no longer in effect.

I have some thoughts. I am in Rosslyn and will be over there soon. Maybe we can meet up this afternoon to discuss.

Sent from my iPhone

On Mar 20, 2017, at 11:26 AM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Arron,

Donna has asked questions about competitive areas as per the current RIF policy and regulation.

5 CFR 351.402 states: A competitive area must be defined solely in terms of the agency's organizational unit(s) and geographical location and, except as provided in paragraph (e) of this section, it must include all employees within the competitive area so defined. A competitive area may consist of all or part of an agency. The minimum competitive area is a subdivision of the agency under separate administration within the local commuting area.

Thus, according to the policy the agency's competitive areas are:

- <!--[if !supportLists]--><!--[endif]-->Each AA-ship
- <!--[if !supportLists]--><!--[endif]-->Each RA-ship
- <!--[if !supportLists]--><!--[endif]-->GC
- <!--[if !supportLists]--><!--[endif]-->IG
- <!--[if !supportLists]--><!--[endif]-->CFO
- <!--[if !supportLists]--><!--[endif]-->AO
- <!--[if !supportLists]--><!--[endif]-->RTP
- <!--[if !supportLists]--><!--[endif]-->Field offices (labs)
- <!--[if !supportLists]--><!--[endif]-->Regional Counsels who report to GC at HQ

In re: to field offices, they may constitute multiple “competitive areas” if part of the installation reports to the RA and another reports to OAR or ORD (or any other program office that constitutes administration).

Based on the “separate administration within the local commuting area” clause, I don’t think the agency could designate anything smaller than the sub-field offices/Regional Counsel competitive areas.

Thoughts, corrections?

Loretta L. Hunt
 Branch Chief
 Policy and Accountability Branch
 Policy, Planning and Training Division
 Office of Human Resources
 U.S. EPA
 Phone: (202) 564-6963
 Email: hunt.loretta@epa.gov

Message

From: Guerrero, David [guerrero.david@epa.gov]
Sent: 7/17/2017 10:20:37 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: RE: Question about VERA/VSIP Repayment

Ok. Thanks.

David P. Guerrero

Assistant General Counsel
U.S. Environmental Protection Agency
Office of General Counsel (2377A)
General Law Office
Employment Law Practice Group
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-5458
(202) 564-5432 - Fax

From: Hunt, Loretta
Sent: Monday, July 17, 2017 6:15 PM
To: Guerrero, David <guerrero.david@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Fwd: Question about VERA/VSIP Repayment

Dave, you don't have to address the Peace Corps question. OPM provided a response (see below). Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: July 17, 2017 at 4:03:33 PM EDT
To: "Mahoney, Michael J" <Mike.Mahoney@opm.gov>
Cc: "Snowden, Gregory A" <Gregory.Snowden@opm.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Thornton, Cathryn" <Cathryn.Thornton@opm.gov>, "Coleman, Darrell E" <Darrell.Coleman@opm.gov>
Subject: RE: Question about VERA/VSIP Repayment

Mike,

Thanks for the follow-up and I apologize that I wasn't clear. I thought "former" would convey the person had since been appointed.

To clarify, my example addresses a former Peace Corps/VISTA volunteer who is appointed to a position at the agency, separates under VSIP and then decides to become a volunteer again after separation.

Based on your response, it seems the answer is no, Peace Corps/Vista is not deemed employment and the person would not have to repay the agency.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 17, 2017 3:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>
Subject: RE: Question about VERA/VSIP Repayment

Hi Loretta,

The question is a bit confusing because we don't see how a Peace Corps volunteer can receive a buyout. Peace Corps volunteers are not appointed to a position – so they don't meet the definition of an employee in 5 USC 2105, nor is their volunteer service deemed to be employment (per their statute) and thus for purposes of the VSIP repayment provision.

If Peace Corps employee separates with a VSIP and returns as a Peace Corps volunteer then no, the repayment provision does not apply because the subsequent volunteer service is not deemed to be employment for purposes of the repayment provision

If a Peace Corps employee separates with a VSIP and returns as an employee (not volunteer) then yes, the repayment provision applies.

Hope this helps,

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Wednesday, July 12, 2017 8:52 AM
To: Mahoney, Michael J
Cc: Snowden, Gregory A; Hart, Debbi; Parker, Gary
Subject: Re: Question about VERA/VSIP Repayment

Mike, yes, I meant volunteer. I didn't submit it to our attorneys because I hoped OPM had a quick answer.

I'll reach out to them. Thanks.

Sent from my iPhone

On Jul 11, 2017, at 4:56 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/17/2017 10:14:50 PM
To: Guerrero, David [guerrero.david@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]; Parker, Gary [parker.gary@epa.gov]
Subject: Fwd: Question about VERA/VSIP Repayment

Dave, you don't have to address the Peace Corps question. OPM provided a response (see below). Thanks.

Sent from my iPhone

Begin forwarded message:

From: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Date: July 17, 2017 at 4:03:33 PM EDT
To: "Mahoney, Michael J" <Mike.Mahoney@opm.gov>
Cc: "Snowden, Gregory A" <Gregory.Snowden@opm.gov>, "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Thornton, Cathryn" <Cathryn.Thornton@opm.gov>, "Coleman, Darrell E" <Darrell.Coleman@opm.gov>
Subject: RE: Question about VERA/VSIP Repayment

Mike,

Thanks for the follow-up and I apologize that I wasn't clear. I thought "former" would convey the person had since been appointed.

To clarify, my example addresses a former Peace Corps/VISTA volunteer who is appointed to a position at the agency, separates under VSIP and then decides to become a volunteer again after separation.

Based on your response, it seems the answer is no, Peace Corps/Vista is not deemed employment and the person would not have to repay the agency.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [mailto:Mike.Mahoney@opm.gov]
Sent: Monday, July 17, 2017 3:46 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Snowden, Gregory A <Gregory.Snowden@opm.gov>; Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>
Subject: RE: Question about VERA/VSIP Repayment

Hi Loretta,

The question is a bit confusing because we don't see how a Peace Corps volunteer can receive a buyout. Peace Corps volunteers are not appointed to a position – so they don't meet the definition of an employee in 5 USC 2105, nor is their volunteer service deemed to be employment (per their statute) and thus for purposes of the VSIP repayment provision.

If Peace Corps employee separates with a VSIP and returns as a Peace Corps volunteer then no, the repayment provision does not apply because the subsequent volunteer service is not deemed to be employment for purposes of the repayment provision

If a Peace Corps employee separates with a VSIP and returns as an employee (not volunteer) then yes, the repayment provision applies.

Hope this helps,

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Wednesday, July 12, 2017 8:52 AM
To: Mahoney, Michael J
Cc: Snowden, Gregory A; Hart, Debbi; Parker, Gary
Subject: Re: Question about VERA/VSIP Repayment

Mike, yes, I meant volunteer. I didn't submit it to our attorneys because I hoped OPM had a quick answer.

I'll reach out to them. Thanks.

Sent from my iPhone

On Jul 11, 2017, at 4:56 PM, Mahoney, Michael J <Mike.Mahoney@opm.gov> wrote:

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch

Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta [Hunt.Loretta@epa.gov]
Sent: 7/18/2017 9:00:07 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: V/V - request from the COS

Importance: High

Okay, then I need clarification and have some answers. Please see below.

- A communication from Mike Flynn to all employees reminding them that the application period is open. Like it to go out tomorrow
Loretta: Debbi and/or I need to draft this reminder?
- I need the OLEM and ORD business cases
Loretta: Done
- He would like examples of jobs (in English) and grades in the package. Can we get the number of people eligible to retire in the pool?
Loretta: Examples from the entire package or only OLEM and ORD? Number of retirement eligibles from the entire package or only OLEM and ORD?
- Also need a description of what was in our packages last time around added to the attached. Please do in track changes so he can see it

Ex. 5 - Deliberative Process

- Need to tell a story about ORD. Let me know if you have any ideas.

Ex. 5 - Deliberative Process

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna
Sent: Tuesday, July 18, 2017 4:30 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>

Subject: Re: V/V - request from the COS

Loretta. To be clear the communication from Mike is totally superset from the other points.

On Jul 18, 2017, at 4:23 PM, Hunt, Loretta <Hunt.Loretta@epa.gov> wrote:

Donna,

Let me make sure I understand your request. You need supporting information to be added to the draft memo, not a bunch of documents from the last V-V?

In re: to eligible retirees, I hope they don't want to include that in the memo to employees. 1) V-V is being offered to retirement and non-retirement (resignation) employees in most organizations. 2) It could be perceived that the agency is discriminating against older workers.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Vizian, Donna

Sent: Tuesday, July 18, 2017 3:37 PM

To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>

Cc: Flynn, Mike <Flynn.Mike@epa.gov>

Subject: V/V - request from the COS

Hi I just came from Ryan's office. Here is what he is seeking:

Ex. 5 - Deliberative Process

Need ASAP – mid-morning tomorrow the latest. Sorry for the quick turn-around and thanks

Message

From: Guerrero, David [guerrero.david@epa.gov]
Sent: 7/17/2017 4:30:59 PM
To: Hunt, Loretta [Hunt.Loretta@epa.gov]
CC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: RE: Question about VERA/VSIP Repayment

Loretta: We'll take a look but I don't expect a quick and easy answer. What is the timeframe? Thanks. Dave

David P. Guerrero

Assistant General Counsel
U.S. Environmental Protection Agency
Office of General Counsel (2377A)
General Law Office
Employment Law Practice Group
1200 Pennsylvania Avenue, NW
Washington, DC 20460
(202) 564-5458
(202) 564-5432 - Fax

From: Hunt, Loretta
Sent: Monday, July 17, 2017 11:37 AM
To: Guerrero, David <guerrero.david@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FW: Question about VERA/VSIP Repayment

Dave,

Please see my question to OPM from July 5th (below). It is tied to VSIP and what counts as returning to government service in less than five years.

OPM didn't have an immediate answer. I appreciate any assistance you can provide.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Tuesday, July 11, 2017 4:56 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: RE: Question about VERA/VSIP Repayment

Loretta,

I presume you mean the person returns as a volunteer, and not as an employee with Peace Corps/Vista?

Either way – this may require a legal read, which could take a while.

Have you run it by EPA attorneys? What was their take take?

-mike

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:10 AM
To: Snowden, Gregory A; Mahoney, Michael J
Cc: Hart, Debbi; Parker, Gary
Subject: RE: Question about VERA/VSIP Repayment

Reminder. Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta
Sent: Wednesday, July 05, 2017 5:07 PM
To: 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>
Subject: Question about VERA/VSIP Repayment

Gregory,

I received the following question:

If a former Peace Corps/VISTA volunteer separates under VSIP and returns to Peace Corps/VISTA service within less than five years of separating from EPA, are they required to pay back the VSIP to EPA?

I'm inclined to say yes because 5 CFR 576 states:

An executive branch employee who received a Voluntary Separation Incentive Payment as described in subpart A of this part *and accepts any employment for compensation with the Government of the United States* within 5 years after the date of the separation on which the payment is based must repay the entire amount of the Voluntary Separation Incentive Payment to the agency that paid it before the individual's first day of reemployment.

While VISTA/Peace Corps volunteers aren't executive branch employees, VISTA/Peace Corps are Government organizations that pay stipends to volunteers.

Am I correct or incorrect? Thanks for any assistance you can provide.

Loretta L. Hunt

Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Roach, Tim [roach.tim@epa.gov]
Sent: 1/24/2017 7:37:53 PM
To: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Update on OIG VERA-VSIP Final Report

Hi Debbi

Thank you for time today for the update on our final report.

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

Ex. 5 - Deliberative Process

I'll be sending it as soon

as he's finished.

Sincerely,

Tim R.

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/26/2017 9:36:51 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]
CC: Showman, John [Showman.John@epa.gov]; Gray, Linda [gray.linda@epa.gov]; Carpenter, Wesley [Carpenter.Wesley@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

FYI- just seeing this.

Sent from my iPhone

Begin forwarded message:

From: "Grossman, Andrea L." [Ex. 6 - Personal Privacy]
Date: June 26, 2017 at 5:30:46 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>, "Parker, Gary" <parker.gary@epa.gov>, "Schulman, Marvin" <Schulman.Marvin@epa.gov>, "McNeal, Detha" <McNeal.Detha@epa.gov>, "Kuhns, Jason" <Kuhns.Jason@epa.gov>, "Terris, Carol" <Terris.Carol@epa.gov>, "Hickey, Mike J." [Ex. 6 - Personal Privacy]
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Thursday, June 22, 2017 6:52 PM
To: Hickey, Mike J. [Ex. 6 - Personal Privacy] Mahoney, Michael J <Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason

<Kuhns.Jason@epa.gov>

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J.' [Ex. 6 - Personal Privacy] 'Mahoney, Michael J' <Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; 'Andrea L Grossman' [Ex. 6 - Personal Privacy]

[Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information [Ex. 5 - Deliberative Process] The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 9:44:23 PM
To: Shanahan, Katherine [Shanahan.Katherine@epa.gov]
Subject: RE: VERA/VSIP status update

LOL- true! We are close and I can rest soon enough. Thank you!

From: Shanahan, Katherine
Sent: Friday, July 07, 2017 5:39 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP status update

Thanks Debbi Try to relax this week-end Not much else to do now but hurry up and wait

From: Hart, Debbi
Sent: Friday, July 07, 2017 5:36 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Corbett, Krysti <Corbett.Krysti@epa.gov>
Subject: VERA/VSIP status update

Hello to All-

Sadly, at this point we do not have formal approval of our package. (I must have jinxed it yesterday. Womp womp!) We do have OMB's formal concurrence (just received!) and OPM's commitment to prepare the package for signature first thing Monday though, so stay tuned and have a great weekend! ☺ Debbi

P.S. On yesterday's call I was asked to check in with OCFO about how incentive payments above the \$12M will be addressed. The word is that OCFO is taking another look at funding and believes more dollars may be available. So another positive note! OCFO expects to provide an update to folks early next week.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/13/2017 5:37:56 PM
To: Terris, Carol [Terris.Carol@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: VERA/VSIP status update

Hey Carol! I remembered in a feverish dream that I may not have copied you on the email below. See my P. S.. In particular. Sorry about that. Debbi

Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: July 7, 2017 at 5:36:17 PM EDT
To: RHRO <RHRO@epa.gov>, OHR PMOs <OHR_PMOs@epa.gov>
Cc: "Parker, Gary" <parker.gary@epa.gov>, Loretta Hunt <Hunt.Loretta@epa.gov>, "Taylor, Jeremy" <Taylor.Jeremy@epa.gov>, "Engebretson, Lizabeth" <Engebretson.Lizabeth@epa.gov>, "Bonner, Jerome" <Bonner.Jerome@epa.gov>, "Carpenter, Wesley" <Carpenter.Wesley@epa.gov>, "Gray, Linda" <gray.linda@epa.gov>, "Peabody, Hitch" <Peabody.Hitch@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>, "Corbett, Krysti" <Corbett.Krysti@epa.gov>
Subject: VERA/VSIP status update

Hello to All-

Sadly, at this point we do not have formal approval of our package. (I must have jinxed it yesterday. Womp womp!) We do have OMB's formal concurrence (just received!) and OPM's commitment to prepare the package for signature first thing Monday though, so stay tuned and have a great weekend!
☺ Debbi

P.S. On yesterday's call I was asked to check in with OCFO about how incentive payments above the \$12M will be addressed. The word is that OCFO is taking another look at funding and believes more dollars may be available. So another positive note! OCFO expects to provide an update to folks early next week.

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 6/28/2017 6:02:02 PM
To: Grossman, Andrea L. [Ex. 6 - Personal Privacy]
CC: James Mulligan [Ex. 6 - Personal Privacy]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

We are here.

Sent from my iPhone

On Jun 27, 2017, at 9:20 AM, Grossman, Andrea L. [Ex. 6 - Personal Privacy] wrote:

Loretta,

Yes, 2 pm tomorrow will work. I'll work on reserving a conference room and will let you know when that is done and send you the link to have people cleared by building security.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, June 26, 2017 6:00 PM
To: Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy] Mulligan, James S. [Ex. 6 - Personal Privacy]
Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Andrea,

Would 2 pm, 6/28/17, work?

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Grossman, Andrea L. [Ex. 6 - Personal Privacy]
Sent: Monday, June 26, 2017 5:31 PM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>; Terris, Carol <Terris.Carol@epa.gov>; Hickey, Mike J. [Ex. 6 - Personal Privacy]

Ex. 6 - Personal Privacy

Mulligan, James S.

Ex. 6 - Personal Privacy

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

Loretta,

OMB would like to request a presentation from EPA on this VERA/VSIP proposal. We are hoping to get some insight into the broader strategy at play. This could also be an opportunity to informally ask some of our initial questions as we learn more about the package.

Would someone from EPA be available for a meeting this week (potentially Wednesday afternoon, recognizing the time sensitivity of the package)? I can reserve a conference room here at the New Executive Office Building and arrange for building clearance.

Thank you,

Andrea Grossman
Program Examiner, OMB Environment Branch
202-395-4756

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]

Sent: Thursday, June 22, 2017 6:52 PM

To: Hickey, Mike J.

Ex. 6 - Personal Privacy

Mahoney, Michael J

<Mike.Mahoney@opm.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; Grossman, Andrea L

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: RE: Update for EPA's VERA/VSIP business case and targeted positions Email 2 of 2

The document attached replaces document #3 sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Hunt, Loretta

Sent: Thursday, June 22, 2017 6:48 PM

To: 'Hickey, Mike J.'

Ex. 6 - Personal Privacy

'Mahoney, Michael J'

<Mike.Mahoney@opm.gov>; 'Snowden, Gregory A' <Gregory.Snowden@opm.gov>; Coleman, Darrell E <Darrell.Coleman@opm.gov>; Thornton, Cathryn <Cathryn.Thornton@opm.gov>; Butler, Monica <Monica.Butler@opm.gov>; 'Andrea L. Grossman' [Ex. 6 - Personal Privacy]

Ex. 6 - Personal Privacy

Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Schulman, Marvin <Schulman.Marvin@epa.gov>; McNeal, Detha <McNeal.Detha@epa.gov>; Kuhns, Jason <Kuhns.Jason@epa.gov>

Subject: Update for EPA's VERA/VSIP business case and targeted positions Email 1 of 2

OPM and OMB,

EPA's Region 9's office had to revise their information Ex. 5 - Deliberative Process The documents attached should replace documents #4 and #6 that were sent on 6/16/17.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 8/8/2017 4:42:31 PM
To: Engebretson, Lizabeth [Engebretson.Lizabeth@epa.gov]
Subject: RE: VERA/VSIP

Absolutely. Can you give me ten mins?

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

-----Original Message-----

From: Engebretson, Lizabeth
Sent: Tuesday, August 08, 2017 12:35 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: VERA/VSIP

Debbi,
Can we chat sometime soon?

-----Original Message-----

From: Hart, Debbi
Sent: Tuesday, August 08, 2017 9:27 AM
To: Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: VERA/VSIP

Loretta is about to send the info to everyone. Just in from OPM-- man Vicki is fast!

-----Original Message-----

From: Engebretson, Lizabeth
Sent: Tuesday, August 08, 2017 12:25 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Jimenez, Elaine <Jimenez.Elaine@epa.gov>; Atkinson, Ryan <Atkinson.Ryan@epa.gov>; Bonner, Jerome <Bonner.Jerome@epa.gov>; Davis, Cathy <Davis.Cathy@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Taylor, Jeremy <Taylor.Jeremy@epa.gov>
Subject: FW: VERA/VSIP

Debbi,
Hi. I just received this from our acting Regional 9 Administrator...will you be sending out info to RHRO/PMO and SSCs? Apparently, we have an OPM approval which may affect our notices for tomorrow...

Regards,
Liz

-----Original Message-----

From: Strauss, Alexis
Sent: Tuesday, August 08, 2017 9:22 AM
To: Lane, Vicki <Lane.Vicki@epa.gov>; Angelich, Michelle <Angelich.Michelle@epa.gov>; Jordan, Deborah <Jordan.Deborah@epa.gov>; Manzanilla, Enrique <Manzanilla.Enrique@epa.gov>; Lyons, John <Lyons.John@epa.gov>; Engebretson, Lizabeth <Engebretson.Lizabeth@epa.gov>
Cc: Quast, Sylvia <Quast.Sylvia@epa.gov>
Subject: VERA/VSIP

USOPM has approved flexibility within NPM caps as of today, which will allow for some waitlisted people to separate via V/v. Donna Vizian is hoping these individuals will be included in tomorrow 's letters.

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/29/2017 5:19:29 PM
To: Loretta Hunt [Hunt.Loretta@epa.gov]
Subject: FW: Region 10 VERA VSIP Business Case
Attachments: VV Tables.docx

FYI

From: Dalrymple, Anne
Sent: Thursday, June 29, 2017 11:56 AM
To: Terris, Carol <Terris.Carol@epa.gov>; Barber, Anthony <Barber.Anthony@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Lindsay, Nancy <Lindsay.Nancy@epa.gov>
Subject: Region 10 VERA VSIP Business Case

Hi Carol and Tony –

Attached is the R10 V/V budget table.

Tony's memory may be better on what we changed, but I recall we tried to follow the format and put the payroll saving in FY17; but also at some point thought there might be a logic problem with the instructions.

Tony is currently en route from Portland, but we expect him to arrive in time to be on the 11:30 Pacific/2:30 Eastern call with the HCO community.

Our comptroller, Russ Harmon, is on A/L but we can have our Budget Officer on the call if you think we need her to talk about R10's numbers.

Anne

Anne Dalrymple
Acting Deputy Assistant Regional Administrator
U.S. Environmental Protection Agency
1200 Sixth Ave, Suite 900, OMP 212
Seattle, WA 98101
(206) 553-6313

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 3:48:17 PM
To: Hart, Michael [Hart.Michael@epa.gov]
Subject: RE: Additional VERA VSIP Follow-up Information

Interesting—thanks!

From: Hart, Michael
Sent: Friday, July 07, 2017 11:15 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: FYI: Additional VERA VSIP Follow-up Information

From: Grogard, Megan **On Behalf Of** Fine, Steven
Sent: Friday, July 07, 2017 11:06 AM
Subject: Additional VERA VSIP Follow-up Information

This message is being sent bcc to OEI All

Colleagues,

At the Acting AA Update held on June 22nd, a question came up regarding the payout amount for Voluntary Separation Incentive Payment (VSIP). The question was related to the amount of the payout, because the official information states that under VSIP, agencies may pay “up to” \$25,000. During the meeting I stated that the lump sum would be \$25,000. However, since the meeting I learned that the **payment may be up to \$25,000 or an amount equal to the amount of severance pay an employee would be entitled to receive, whichever is less.** Information about severance pay can be found at: <https://www.opm.gov/policy-data-oversight/pay-leave/pay-administration/fact-sheets/severance-pay/>. You may want to use the information on this Fact Sheet to estimate your pay-out amount. The HR Shared Service Center will perform severance pay computation for every employee who applies for the VSIP so that there is no question of the amount before separation.

Please contact Marilyn Braxton if you have questions at Braxton.Marilyn@epa.gov.

Thanks,

Steve

Steve Fine
Acting Assistant Administrator
Office of Environmental Information
US Environmental Protection Agency
(202) 564-6665

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 6/23/2017 8:31:41 PM
To: Kuhns, Jason [Kuhns.Jason@epa.gov]
CC: Parker, Gary [parker.gary@epa.gov]
Subject: RE: EPA V.V Themes.xlsx

Great—thanks!

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Kuhns, Jason
Sent: Friday, June 23, 2017 4:23 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Parker, Gary <parker.gary@epa.gov>
Subject: EPA V.V Themes.xlsx

Debbi,
Not sure how much information you want to include, but any of the numbers can just be deleted.

Thanks,
jason

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/10/2017 6:55:48 PM
To: Vizian, Donna [Vizian.Donna@epa.gov]; Showman, John [Showman.John@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Fwd: EPA's VERA/VSIP Request
Attachments: 20170710142134290.pdf; ATT00001.htm

FYI- Loretta is alerting folks.

Sent from my iPhone

Begin forwarded message:

From: "Mahoney, Michael J" <Mike.Mahoney@opm.gov>
Date: July 10, 2017 at 2:31:37 PM EDT
To: "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Snowden, Gregory A" <Gregory.Snowden@opm.gov>
Cc: "Hart, Debbi" <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Here tis'...

-mike

From: Hunt, Loretta [mailto:Hunt.Loretta@epa.gov]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=62AFB40F2BF1484D933F2CE207EB20E7-HART, DEBRA]
Sent: 7/7/2017 8:54:23 PM
To: McDonald, James [McDonald.James@epa.gov]
Subject: RE: V/V Communication Templates

LOL—you haven't forgotten!

From: McDonald, James
Sent: Friday, July 07, 2017 4:50 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: Re: V/V Communication Templates

Thanks.

Congratulations on getting this complete. This will be good for your SES package.

Regards,

Sent from my iPhone

On Jul 7, 2017, at 3:45 PM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Here you go! Sorry for delay—I was under a little duress. Working to get OMB approval of package. Got that but now OPM lags...

Have a great weekend! Debbi

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 7:03 PM
To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- The agency must have approval from OPM before notices can be sent. Stay tuned.
- The general notification goes to all employees in your program or region.
- The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.

- For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

<Prog and Reg VERA-VSIP Announcement 7-6-17.docx>

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/12/2017 4:06:54 PM
To: McNeal, Detha [McNeal.Detha@epa.gov]; Schulman, Marvin [Schulman.Marvin@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Fwd: Need your help - VERA/VSIP Notices - question

Sorry I didn't copy you yesterday.



Sent from my iPhone

Begin forwarded message:

From: "Hart, Debbi" <Hart.Debbi@epa.gov>
Date: July 11, 2017 at 3:40:27 PM EDT
To: "Krehbiel, Ben" <Krehbiel.Ben@epa.gov>
Cc: "Brincks, Mike" <brincks.mike@epa.gov>, "Mairose, Sue" <Mairose.Sue@epa.gov>, "Price, Patricia" <price.patricia@epa.gov>, "Flournoy, Luetta" <Flournoy.Luetta@epa.gov>, "Hunt, Loretta" <Hunt.Loretta@epa.gov>, "Coomber, Robert" <coomber.robert@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben—

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Hart, Debbi
Sent: Tuesday, July 11, 2017 11:01 AM
To: Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: RE: Need your help - VERA/VSIP Notices - question

Ben-

Got it—thanks. As mentioned, we will need to coordinate this with OPM. I'll contact you as soon as I connect with them. Debbi

From: Krehbiel, Ben
Sent: Tuesday, July 11, 2017 10:44 AM
To: Hart, Debbi <Hart.Debbi@epa.gov>
Cc: Brincks, Mike <brincks.mike@epa.gov>; Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Subject: Re: Need your help - VERA/VSIP Notices - question

Thx Debbi --

Ex. 5 - Deliberative Process

Ben

Sent from my iPhone

On Jul 11, 2017, at 9:06 AM, Hart, Debbi <Hart.Debbi@epa.gov> wrote:

Hey Mike—

Ex. 5 - Deliberative Process

Debbi Hart
Director
Policy, Planning & Training Division
OHR, OARM
USEPA
202.564.2011
hart.debbi@epa.gov

From: Brincks, Mike
Sent: Monday, July 10, 2017 4:32 PM
To: Hart, Debbi <Hart.Debbi@epa.gov>; Hunt, Loretta <Hunt.Loretta@epa.gov>
Cc: Mairose, Sue <Mairose.Sue@epa.gov>; Price, Patricia <price.patricia@epa.gov>; Flournoy, Luetta <Flournoy.Luetta@epa.gov>; Krehbiel, Ben <Krehbiel.Ben@epa.gov>
Subject: Need your help - VERA/VSIP Notices - question
Importance: High

Debbi & Loretta,

Ex. 5 - Deliberative Process

Please contact Ben Krehbiel, Deputy ARA, or Pat Price, RHRO, if you have questions or need to discuss.

We appreciate your help in this matter!

Mike

<image001.jpg>

Mike Brincks

Assistant Regional Administrator

Office of Policy & Management

US Environmental Protection Agency, Region 7

11201 Renner Boulevard

Lenexa, KS 66219

Office: 913-551-7799

brincks.mike@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/10/2017 4:12:37 PM
To: Showman, John [Showman.John@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
Subject: Re: EPA's VERA/VSIP Request

Lol! Heaven forbid! ☹️

Sent from my iPhone

On Jul 10, 2017, at 11:37 AM, Showman, John <Showman.John@epa.gov> wrote:

We wouldn't want them to rush or anything

From: Hunt, Loretta
Sent: Monday, July 10, 2017 11:34 AM
To: Vizian, Donna <Vizian.Donna@epa.gov>; Showman, John <Showman.John@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: FW: EPA's VERA/VSIP Request
Importance: High

Donna/John,

Status of V/V approval below.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

From: Mahoney, Michael J [<mailto:Mike.Mahoney@opm.gov>]
Sent: Monday, July 10, 2017 11:32 AM
To: Hunt, Loretta <Hunt.Loretta@epa.gov>; Snowden, Gregory A <Gregory.Snowden@opm.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>
Subject: RE: EPA's VERA/VSIP Request

Yes, should be early this afternoon

From: Hunt, Loretta [<mailto:Hunt.Loretta@epa.gov>]
Sent: Monday, July 10, 2017 11:13 AM
To: Mahoney, Michael J; Snowden, Gregory A
Cc: Hart, Debbi
Subject: EPA's VERA/VSIP Request
Importance: High

Mike/Gregory,

Is the approval for EPA's request being signed today? Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

Message

From: Hart, Debbi [Hart.Debbi@epa.gov]
Sent: 7/10/2017 4:10:10 PM
To: Monroe, Scott [Monroe.Scott@epa.gov]
CC: Hunt, Loretta [Hunt.Loretta@epa.gov]
BCC: Hart, Debbi [Hart.Debbi@epa.gov]
Subject: Re: Questions re: V/V Communication Templates

Hey Scott-

See if this helps. If other questions arise, please connect with Loretta as I'm out of the office today and may miss your email. D

1. As we discussed on the call last Thursday, the template should go out to all employees in targeted positions. Eligibility of those employees that do apply will be determined by the SSC.
2. The template should be sent to the group list of your targeted position employees, not individually.
3. No details should be shared in your general all hands communication. (This is the same issue as previously-concern over leaks). We do not have an answer yet about what we will be allowed to post from the business case.

Sent from my iPhone

On Jul 10, 2017, at 9:59 AM, Monroe, Scott <Monroe.Scott@epa.gov> wrote:

Hi Debbi,

If you have time, please let me know the answers to the questions below. Thanks!

- The template for eligible employees doesn't specifically state, "Your position has been identified as eligible." I guess it's assumed from the TO: line. Would it be OK for me to add that sentence?
- Must we email the template for eligible employees to each person individually, or may we send to the whole group using the bcc field? (Wasn't sure what the agency needed as a record.)
- Unlike other AAships, OAR didn't elaborate the units/locations/grades of eligible positions during our all-hands meetings week of June 26. Can we include this information in our email to all hands, or is EPA's intent not to put the details in writing in this way? (All proposals will be published on the intranet, yes?)

Scott Monroe
Program Management Official
Office of Air and Radiation
Mail Code 6101A
Clinton North Room 5435A
tel: 202-564-1271
fax: 202-501-0600

From: Hunt, Loretta
Sent: Thursday, July 06, 2017 7:03 PM

To: RHRO <RHRO@epa.gov>; OHR PMOs <OHR_PMOs@epa.gov>
Cc: Hart, Debbi <Hart.Debbi@epa.gov>; Parker, Gary <parker.gary@epa.gov>; Coomber, Robert <coomber.robert@epa.gov>; Peabody, Hitch <Peabody.Hitch@epa.gov>; Gray, Linda <gray.linda@epa.gov>; Carpenter, Wesley <Carpenter.Wesley@epa.gov>
Subject: V/V Communication Templates
Importance: High

HR Community,

Here are the templates we promised on today's HR Community Call.

Please keep in mind the following:

- <!--[if !supportLists]--><!--[endif]-->The agency must have approval from OPM before notices can be sent. Stay tuned.
- <!--[if !supportLists]--><!--[endif]-->The general notification goes to all employees in your program or region.
- <!--[if !supportLists]--><!--[endif]-->The "targeted position" notice and attachments will only be sent to employees in your program/region's targeted positions pool.
- <!--[if !supportLists]--><!--[endif]-->For organizations that targeted SL/ST positions, the Executive Resources Division is the servicing HR Office, not the SSC.

If you have any questions or concerns about the template, please contact Debbi Hart at (202) 564-2011 or hart.debbi@epa.gov.

Thanks.

Loretta L. Hunt
Branch Chief
Policy and Accountability Branch
Policy, Planning and Training Division
Office of Human Resources
U.S. EPA
Phone: (202) 564-6963
Email: hunt.loretta@epa.gov

<Prog and Reg VERA-VSIP Announcement 7-6-17.docx>